

# Cover Sheet for Invitation to Bid Bid #1434 Pool Filters

If you are submitting a Bid or a Response to a Request for Proposal, Please

1. Appropriately <u>Label</u> your documents in a sealed envelope or box;

## and

2. <u>Deliver</u> the sealed documents to the Office of the <u>City Clerk</u>;

## and

3. Be certain that your submittal is <u>date and time</u> stamped by the office of the City Clerk.

Courier Delivery Address
1 East First Street, 2<sup>nd</sup> Floor Reno, NV 89505

#### **CITY OF RENO**

Purchasing Division P.O. Box 1900 Reno, NV 89505 (775) 334-2210 (775) 334-2409 fax millerrob@reno.gov



#### **Invitation to Bid for Pool Filters**

Date: March 1, 2010

Bid No. 1434

THIS IS NOT AN ORDER

#### INVITATION AND ADVERTISED BID

Sealed Bids will be received until 3:00 pm at the Office of the City Clerk, City Hall, 1 East First St., Reno, NV 89501 on March 12, 2010. Said Bids shall be publicly opened and read aloud at 3:05 pm March 12, 2010.

Pal Miller Manager Analysis

Rob Miller, Management Analyst

The City of Reno is currently accepting sealed Bids for Pool Filters. It is the express intent of this bid solicitation to award to the lowest responsive, responsible bidder(s) to provide equipment to the City of Reno. If the bidder proposes to provide equipment other than specified so as to make it conform to performance standards, a complete and detailed manufacturer's specifications must be included as part of the bid showing each proposed modification. All deviations from the specified product must be completely described. Attach more sheets and label appropriately if needed. The City of Reno shall determine if any substitutions submitted shall be deemed equivalent to the equipment specified within "NO SUBSTITUTIONS" category.

This solicitation is made in compliance with Nevada Revised Statute 332. Any appeal and or Protest shall be in conformance with 332.068 which states that a protest/appeal must be filed with a bond equal to 25 percent of the value of the contract or \$250,000.00 whichever is the lesser amount.

Technical questions and other assistance regarding this solicitation may be directed to Facility Manager jonessc@reno.gov

#### Per the attached Terms, Conditions, and Requirements

Firm Name	In compliance with this Invitation to Bid and subject to al
Address	Terms and Conditions thereof, the undersigned offers and
City	agrees, if Bid is accepted, to furnish any or all of the items or
StateZip Code	services listed herein at the fees and terms stated. I also
Telephone	acknowledge receipt of <u>21</u> pages of this Invitation to Bid.
Fax	Signature
E-mail	
	Print Name
SUBMIT 1 ORIGINAL AND ONE COPY OF BID	Print Title

#### **QUESTIONS/CLARIFICATIONS:**

Questions regarding the Invitation to Bid shall be directed to the Finance Department via e-mail at millerrob@reno.gov in writing. Copy of any questions should also be sent to jonessc@reno.gov. Questions should be submitted no less than three (3) calendar days prior to bid opening. If any questions or responses require revision to this solicitation as originally published, such revisions will be by formal amendment only. If the solicitation includes a contact person for technical information, any oral or written representations made by this or any person shall not be relied upon unless subsequently ratified by a written amendment to this solicitation issued by the City of Reno. To determine whether any representations made require an amendment be issued, please contact Rob Miller, Management Analyst, at 775-326-6656.

#### **ADDENDUMS:**

All addendums to this Invitation to Bid shall be issued by the City of Reno in writing. Material changes affecting the material or the bidder's cost estimate shall have no standing with the City of Reno if not sanctioned by written addendum.

### **EXCEPTIONS OF SPECIFICATIONS OR CONTRACT TERMS:**

A bidder who believes bid specifications are unnecessarily restrictive or limit competition may submit such, on the Exceptions page of this Bid documents. All Exceptions will be considered in the bid evaluation.

The City of Reno will promptly respond in writing to each written protest and where appropriate, issue all revisions, substitutions, or clarifications via addenda. Protests of technical or contractual requirements shall include the reason for the protest, supported by documented factual information, and any proposed changes to the requirements.

#### **BID RECEIPT AND OPENING TIME:**

It is mandatory the bids are signed by a duly authorized representative of the firm, time stamped and received at City of Reno City Clerk's Office no later than 3:00 pm, March 12, 2010.

Late bids shall be disqualified from consideration.

Sealed bids shall be opened at City of Reno Purchasing Division Offices at 3:05 pm, March 12, 2010.

#### PREPARATION OF BID:

Bidder shall examine all specifications, specific instructions, and terms and conditions of the Invitation to Bid. Failure to do so will be at Bidder's risk.

Any addenda issued shall forthwith become an integral part of the bid. Bidder shall be required to acknowledge receipt of the same by signing and returning the addenda with the original bid document.

Bidder shall furnish the required information typed or written in ink.

The person signing the bid must initial erasures or other changes in ink.

In the space provided, a duly authorized representative of the bidding firm shall sign the bid document.

#### Bidder shall proofread his bid carefully for errors.

Prices quoted shall be F.O.B. destination, within the Reno/Sparks general area and shall be inclusive of all costs and exclusive of Federal and State taxes.

In the event of a difference between a unit price and the extended price, the unit price shall govern.

Technical specifications contained herein shall be considered "optimum". However, a bidder deviating from the specifications must specify in the exception section any and all exceptions. Failure to note exceptions shall be interpreted to convey that the bidder shall propose to perform in the manner described and/or specified in this bid solicitation. Alternate bid proposals shall be considered provided said alternate (s) are fully described and accompanied by brochures literature specifications or a combination thereof. The City's decision with respect to equivalents shall be final.

#### **SUBMISSION OF BID:**

Bidder shall sign and return the ENTIRE BID DOCUMENT.

Bids and addenda thereto shall be enclosed in a sealed envelope addressed to the City of Reno, City Clerks Office, P.O. Box 1900, Reno, NV 89505. Bids must be identified as Pool Filter, Bid # 1434. Bidders are cautioned that the City postal pickup is one time per day at approximately 7:15 am. Bids that are not in the Postal Box for pickup on the due date shall be considered late.

In order for a bid to be considered, it shall be mandatory that the bid document be received and timestamped at City of Reno, City Clerks Office no later than the receiving time specified in the bid document.

The City of Reno assumes no responsibility for errant delivery of bids, including those relegated to a courier agent who fails to deliver in accordance with the time and receiving point specified.

The City of Reno shall not be responsible for the premature opening of a bid, which is not properly addressed or identified.

A bid submitted by electronic telephone, telegraphic notice, or facsimile will not be accepted.

Prices offered shall <u>only</u> be considered if they are provided in the appropriate space(s) on the bid schedule. For consideration, any additions or deductions to the bid prices offered must be shown under the exception section of the bid. Extraneous numbers, prices, comments etc. appearing elsewhere on their bid shall be deemed to have no effect on the prices offered in the designated locations.

The City of Reno shall provide a copy of the bid results to those bidders requesting such, provided that a stamped, self-addressed envelope is included with the bidder's response.

#### LATE BID:

A bid received after the receiving time specified shall be rejected.

BIDDERS NOTE THAT THE RECEIVING TIME IS DIFFERENT FROM THE OPENING TIME.

#### WITHDRAWAL OF BID:

A bid may be withdrawn by written or telegraphic notice, provided such a notice is received prior to the date and time set for the bid opening.

A request for withdrawal of bid received after the scheduled bid opening will not be considered.

#### NO BID:

In the event the bidder chooses not to bid on the Invitation, but wishes to remain on the bid list, indicate "NO BID" on the face of the return envelope or Bid Schedule Page of the bid document, affix firm name and address and return it according to the instructions in the "Submission of Bid" section. Two (2) "No Responses" may result in the removal of your firm from the database for this category.

#### **JOINDER PROVISION:**

In accordance with the provisions of NRS 332.195, certain other public entities may participate in this joinder procedure for agreements unless otherwise stipulated under the exceptions section of this bid, other local governmental agencies may join in a resultant award from this Invitation to Bid with the permission of the successful bidder and the City of Reno.

Any joinder entity shall have all the rights as stipulated for the required services in accordance with the procedures of the Accounting and Purchasing Departments of the public entities involved.

Within the scope of this Invitation to Bid, The City of Reno shall be held harmless in any and all transactions between the bidder and the other participating governmental entities.

The bidder shall acknowledge the joinder process and shall acknowledge The City of Reno as the situs of the bid procedure.

#### **OUANTITIES TO BE SERVICED:**

There shall be no guarantee as to the actual amount of material that is to be delivered during the period of time that this Invitation to Bid is in effect.

#### **SPECIFICATIONS:**

Please see the Technical Specifications Sheet.

#### **SPECIFICATION RESTRICTIONS:**

The herein contained technical information shall in no manner be construed as restrictive as to the manufacturer, process or point of origin. References appearing restrictive shall be deemed inadvertent or employed as a descriptive device to delineate as to the quality, or configuration.

Offers made as an alternate to those specified shall be given consideration in the bid evaluation process <u>PROVIDED</u> said alternatives shall be fully described using brochures, specifications, literature, or any combination thereof, accompanying and deemed an integral portion of the bidder's response.

The City of Reno shall solely determine the acceptability of all offerings.

#### **EXCEPTIONS TO SPECIFICATIONS:**

Utilizing space provided on the Bid Schedule. Bidders shall note any and all exceptions to the specifications and/or terms and conditions contained herein. Submittal of a specification sheet alone shall not be considered sufficient notification of exceptions.

Failure to note exceptions on the Bid Schedule shall be interpreted that the bidder will perform in the manner described and /or specified in this Invitation to Bid.

The City of Reno reserves the right to accept or reject any and all alternatives or <u>exceptions</u> offered, based solely on the value of said alternatives or exceptions to the City of Reno.

#### **REFERENCES:**

In the space provided in this bid, bidders shall provide verifiable references for **Pool Filter**, **Bid # 1434** as specified in this Invitation to Bid.

On the references listed please give the following information:

Name of the entity

Name, phone number and contact person within the above listed organization.

Type of product/services provided.

Failure to provide references may result in rejection of the bidder's response.

#### **GUARANTEE/WARRANTY:**

The successful bidder shall agree to replace and or redo, at no cost to the City of Reno, any products or services purchased as a result of award of this Invitation to Bid, if that product/service is deemed unacceptable for any reason resulting from deviations from the specifications contained herein, or as a result of improper procedures, and/or improper handling by the successful bidder.

In the space provided on the Bid Schedule, bidder shall provide the nature and limitations of the guarantee/warranty that shall apply to **Pool Filter**, **Bid** #1434.

#### TAX EXEMPTION:

The City of Reno is exempt from Nevada State Sales Tax by act of the Nevada State Legislature, NRS 372.325, which exempts all local governments within the State of Nevada. The City of Reno is also exempt from Federal Excise Tax.

#### **PRICING:**

In the space provided on the Bid Schedule, bidders shall provide prices for Pool Filters BID #1434.

Pricing shall be inclusive of <u>ALL COSTS</u> such as per diem, travel time, hotel costs and all other expenses relating to the products/service purchased.

Prices shall be exclusive of all federal and State of Nevada sales, use and/or excise taxes.

#### **DISCOUNT AND PAYMENT TERMS:**

Prompt payment discounts and payments and payment terms shall <u>not</u> be considered in recommending the bid award if less than twenty (20) days.

The City of Reno normal payment terms are "Net 30 days". If the bidder wishes to take exception with the terms as stated, an exception must be stated in the Exception Section of the Invitation to Bid.

The beginning of the discount and / or payable period will be computed from the date of satisfactory completion of services, and/or the date of receipt of a correct invoice by the City of Reno accounts payable department, whichever is later. Payment is deemed made as of the date on the City of Reno warrant.

#### **BILLING:**

The successful bidder shall invoice the City of Reno and reflect the purchase order number, be itemized and show the name of the authorized individual who placed the order. Original or copy with authorized signature is required.

All original billings should be addressed to:

City of Reno P.O. Box 1900 Reno, NV 89505 Attention: Accounts Payable

A copy of the billing should also be sent to the ordering department.

#### **BID EVALUATION:**

Bids shall be evaluated with considerations being price, responses to questions posed within the bid document related to process, references and on the basis of conformance to specifications, terms and conditions of the invitation to Bid as stated herein. Additionally, further detail relating to the selection of a vendor is in Attachment A.

#### **CANCELLATION:**

The City of Reno reserves the right to cancel a resultant Agreement upon thirty (30) days written notice.

Cancellation may occur in the event the type, quality and/or work is unsatisfactory to The City of Reno.

In the event successful bidder does not perform in an acceptable and/or satisfactory manner or is in default for whatever reason, the City of Reno reserves the right to cancel the resultant agreement and to assess cover charges for any difference between the original bid price and the cost to procure said product/service from an alternate source.

In the event that successful bidder shall default or is terminated for default, they shall not be considered a responsible bidder for **Pool Filter**, **Bid # 1434** and shall be recommended to the Reno City Council, for debarment from doing business with the City of Reno for at least one (1) year after the termination of the term of the defaulted agreement.

## **ASSIGNMENT:**

No Assignment of any agreement resulting from this award of this bid shall be allowed, including the right to receive payment, without the express written permission of the City of Reno.

References: In the space provided below, bidders shall provide the name, address, telephone number and contact	
person of the customers for whom they have performed for as described in this Invitation to Bid.	
Name, Address, Phone # Contact Person,	
1	
Name, Address, Phone# Contact Person,	
2	
Business License Number, Effective dates and Jurisdiction	
Minority Status: Has this firm been certified as a minority, women owned or disadvantaged busi enterprise by any governmental agency?YesNo If yes, please specify government age	ency:
Date of certification: The above is for information only. The City of Reno encourages minority business participation; however preferences shall be given.	er no
<b>Notice to disabled persons:</b> The City of Reno will make reasonable accommodations for disabled persons who wish to submit bids or attend a bid opening by contacting the Purchasing Technician prior to the opening date.	
Local Bidder Information: Number of years in business Disabled Veteran	
Please note that bidders may be required to provide information relating to the amount of employees, to paid, etc. to establish that the bidder qualifies as a local bidder.	axes
<b>Debarment and/or Suspension:</b> As required by Executive Order 125.49, Debarment & Suspension, and implemented at 34CFR Part 85	the
bidder certifies that it and it's principals are not presently debarred, suspended, proposed for debarred declared ineligible or voluntarily excluded from transactions with any Federal Department or Agency.	

#### GENERAL TERMS AND CONDITIONS

#### **NOTICE OF RIGHTS**

- The City of Reno reserves the right to reject any or all bids or any part thereof and to waive any informalities or irregularities.
- The City of Reno reserves the right to require such surety as may be deemed necessary for the protection of the City of Reno, or to ensure the satisfactory performance of a contractor in accordance with the specifications and bid documents.
- The City of Reno reserves the right to withhold award for a period of ninety (90) days from the date of bid opening.
- The City of Reno reserves the right to award in whole or in part, by item, group of items, or by section where such action would serve the City's best interest. Bids identified on the basis of "All or Nothing" will be excluded from this provision.
- The City of Reno is a tax exempt public entity and is not subject to federal excise, state, or local taxes. No additional taxes may be added or "passed through".
- The City of Reno may require a full demonstration of any item bid at vendor's expense.

#### PREPARATION OF BIDS

- Bids must be submitted in accordance with any document attached hereto and made an integral part hereof.
- Bidders are expected to examine these documents carefully. Failure to do so will be at the bidder's risk.
- Bids should be proofread carefully for any errors.
- Any irregularities or lack of clarity in any of the bid documents attached hereto should be brought to the attention of the Purchasing Manager as soon as possible so that corrective addenda may be furnished to all bidders.
- Alterations/erasures must be crossed out and the corrections thereof printed in ink or typewritten adjacent thereto. Corrections must be initialed in ink by each person signing the bid.
- In the case of a difference between written words and figures, the amount stated in written words shall govern.
- In the case of a difference between a unit price and the extended price, the unit price shall govern.

All additions, deletions or exceptions are to be listed on the page marked as such. If there are none, print "NONE" and return the page with the submitted bid. Failure to return or sign the exception page will be presumed as no exceptions are being taken and all terms, conditions, and specifications are being met. Any pricing information being offered MUST either be submitted on the bid document cost sheet or specifically detailed on the "Exception Page". Pricing information offered in other areas of the bid package WILL NOT be considered. For bidding assistance with this bid, contact Rob Miller, Management Analyst at (775) 326-6656. Bidders shall note that alterations in the bid language may be cause for bid rejection. If

exceptions are taken or alternatives offered, complete descriptions must be shown separately.

All prices quoted shall be F.O.B. destination. No additional charges for freight, packaging,

All prices quoted shall be F.O.B. destination. No additional charges for freight, packaging, handling, etc., shall be allowed.

Bidders are instructed to use City bid forms and complete the requested information fully, i.e., pricing, bid schedules, specification descriptions, exceptions, disclosure of principals, etc. Failure to do so may be cause for bid rejection. If additional space is needed, attach additional sheets referencing the appropriate section.

#### AWARD OF CONTRACT

- a. The City of Reno will award the contract on the basis of the bid or bids most advantageous, in addition to price, the City may consider the following;
  - 1. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
  - 2. Whether the bidder can perform the contract or provide the service promptly, and within the time specified without delay or interference;
  - 3. The character, integrity, reputation judgment, experience and efficiency of the bidder;
  - 4. The quality of performance on previous contract;

- 5. The previous compliance of laws by the bidder;
- 6. The financial responsibility of the bidder to perform the contract or provide the service;
- 7. The limitations of any license the bidder may be required to possess;
- 8. The quality, availability, and adaptability of the product or service;
- 9. The ability of the bidder to provide future maintenance and service;
- 10. The number and scope conditions attached to the bid;
- 11. The life-cycle, maintenance and performance of the equipment or product being offered.
- 12. Or any other basis as allowed by law.
- b. A purchase order, mailed or otherwise furnished by the Purchasing Division to the successful bidder, is a binding contract without further action by either party.
- c. The Purchasing Division will notify all unsuccessful bidders of the bidding results, and will return with such notice any surety held for bonding.
- d. The resultant contract may not be assigned, transferred or delegated, along with any rights, obligations or duties without prior written consent of the City of Reno.
- e. The technical specifications contained herein shall be considered "optimum" to the <u>standard</u> material, and is not intended to restrict bids, evaluation of bids, and recommendation for award of the material to specific manufacturer or from a specific point of origin. Alternatives and/or exceptions to the specifications shall be given consideration in the resultant bid evaluation, **PROVIDED**:
  - 1. Each alternative and/or exception shall be entered on separate sheets stating page number, item, and/or sub-item number and a detailed description of all items offered as alternatives or exceptions. However,
  - 2. The City of Reno shall reserve the right and privilege to accept or reject any or all bids offered, based solely on the judgment of City of Reno staff as to the value of the offers to the City of Reno.
- g. The resultant agreement may be extended at the discretion of the City, if determined to be in the best interest of the using agency.
- h. Performance standards shall be construed that bidder shall be responsible for exercising the degree of skill and care customarily required by accepted professional practices and procedures to perform the contract subject to the City's final approval.

#### **FUNDING-OUT CLAUSE**

In the event the City of Reno fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against an agreement resulting from this Invitation to Bid, necessitating cancellation of the Agreement, the successful bidder(s) shall agree to hold the City of Reno free from any charge or penalty.

#### DEFAULT OF CONTRACT

- a. In case of default by the contractor (successful bidder), the City may procure the product(s) or service from other sources and hold the contractor responsible for any excess cost occasioned thereby.
- b. If necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper adjustment in price.
- c. Default by the bidder in any manner including failure or refusal to furnish any product(s) or service at the price and/or the time specified in the bid may be considered cause to commence with proceedings against any surety held with the bid, or assess a penalty equal to five (5) percent of the total bid price.

#### APPEAL BY UNSUCCESSFUL BIDDER

- a. Bidder may appeal a pending bid award prior to award by the Reno City Council.
- b. Bidder must submit a written appeal to Rob Miller by the close of business on the Wednesday preceding the date scheduled for bid award.
- c. The appellant must post a bond with the written appeal with good and solvent surety authorized to do business in the State of Nevada in an amount equal to 25% of the value of the contract with the Purchasing Division in order to have their appeal heard by the City Council. Any and all bonds are subject to the approval of the Reno City Attorney. In the event the appeal is not upheld by the City Council, a claim may be made against the bond in an amount equal to the expenses incurred and other monetary losses suffered by the City because of the unsuccessful appeal.
- d. The route of appeal is the Assistant Finance Director, Finance Director and City Manager, or designee and must be followed sequentially.
- e. No bid protests will be heard by the Reno City Council unless the bidder has followed the appeal process route.

#### Claims Against Protest Bonds:

The City shall not make a claim upon any bond or other security unless and until the basis of that claim is considered and approved by the City Council. The City may:

- 1. Claim its regular staff time and costs in processing, considering and/or defending against an award protest.
- 2. Claim any necessary extraordinary staff overtime incurred in processing, considering and/or defending against an award protest.
- 3. Claim the City Attorney's time and costs in processing, considering and/or defending against an award protest.
- 4. Claim any resulting fees and costs incurred to any independent contractors, consultants or contracted attorneys utilized in processing, considering and/or defending against an award protest.
- 5. Claim any lost expenditure savings, lost revenue and other consequential financial damages resulting from the protest's automatic stay of the award of a contract to a selected solicitation response.
- 6. Claim any lost gifts, lost grants or other lost government or private financial participation resulting from any delay caused by the protest's automatic stay of the award of a contract to a selected solicitation response.

#### Protest Bond Risk Inquiry—Procedure:

As soon as possible after an award protester has posted a protest bond or other security, the soliciting City department or agency shall provide a written non-binding estimate of the basis of potential claims unique to the circumstances of the contract award(s) stayed by the protest, without disclosing any bid information that must remain confidential until an award decision is final. From this estimate, the protester shall be responsible for calculating the risk(s) of proceeding with a protest to a final decision by the City Council. A protester may withdraw a protest in writing at any time prior to a decision of the City Council, but any withdrawal more than seven (7) calendar days after the issue date of the City's estimate of the basis of potential claims shall, upon City Council's approval of the claims, be subject to claims against the bond or other security of the withdrawing protestor prior to its return to the protester. At a minimum the estimate of the basis of potential claims shall include:

- 1. If relevant, the date the current contract expires.
- 2. If relevant, the rate per year paid (or revenue earned) on the current expiring contract.
- 3. If relevant, the cost per year to complete the solicitation's anticipated work with City staff, equipment and materials.

- 4. The date the stayed contract award would have begun in the absence of the protest and its anticipated term.
- 5. The estimated rate per year to be paid (or revenue earned) on the stayed contract award.
- 6. The rate per hour to be paid to any relevant independent contractors, consultants or contracted attorneys as a result of the protest.
- 7. An estimate of any anticipated staff time and costs in processing, considering and/or defending against the protest.
- 8. An estimate of necessary extraordinary employee overtime salary in processing, considering and/or defending against the protest.
- 9. The rate per hour for City Attorney services and any estimated costs in processing, considering and/or defending against the protest.
- 10. Disclosure of the amounts of any gifts, grants or other government or private financial participation that might be lost due to the protest.
- 11. Disclosure of any known seasonal, labor, equipment or materials costs that are materially time-sensitive and might result in financial damages to the City due to the protest.

Disclosure of any other anticipated consequential financial damages.

#### **BONDS REQUIRED**

Each bid shall be accompanied by a certified or cashier's check, or <u>bid bond</u>, in the amount of five percent (5%) of the total amount bid, payable to the City of Reno, Nevada, as a penalty in the event the bidder does not, within ten (10) working days after receipt of written notice that the contract has been awarded, enter into a contract with the City of Reno in accordance with this bid. The successful bidder may be required to furnish a <u>performance bond</u> in the amount of one hundred percent (100%) of the contract insuring faithful performance of all terms of this bid. All bonds shall be subject to the approval of the Reno City Attorney. Bonding figure shall be construed as the total possible net cost to the City.

#### INSURANCE REQUIREMENTS

Successful bidder(s) shall procure and maintain Comprehensive or Commercial General Liability Insurance (occurrence form) from a carrier licensed to do business in the State of Nevada with a Best rating of A.VII or above. Minimum acceptable policy limits shall be in an amount of not less than one million dollars (\$1,000,000.00), combined, single limit, occurrence based policy, in a form satisfactory to the City. A certificate of insurance evidencing said coverage shall be supplied by successful bidder upon request, naming the City as an Additional Insured under the liability policy. The liability policy shall contain a provision that such policy shall not be cancelled until thirty (30) days prior written notice of cancellation has been received by the City.

Successful bidder(s) shall, upon request, deliver to City of Reno evidence of worker's compensation as required by the State of Nevada.

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## **EXCEPTIONS**

Does the bidder take exception to ar	ny of the	e terms or conditions of this Invitation to Bid and attachmen
thereto, or specifications? Yes	_ No	If yes, please indicate the specific nature of the exception
or clarification, in the space provided	below. A	Attach additional sheet(s) if necessary.

Firm Name	In compliance with this "Invitation to Bid" and
Address	subject to all Terms and Conditions thereof, the undersigned offers and agrees, if this bid is accepted to furnish any and all goods and services described
City	herein at the prices, terms and delivery stated.
State Zip Code	Signed
Telephone(Area Code)	Print Name
Fax Number	Print Title
Bidders Federal Tax ID # May be requested at a later date	
If further space is required, please attach addition	nal sheet(s)
	E OF PRINCIPALS
Please	print or type
Company Name	Telephone Number with area code
Street Address	Facsimile Number with area code
City, State and Zip Code	Federal Tax Identification Number

NAMES OF OFFICERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

Name	Official Capacity
Street Address	City, State and Zip Code
Name	Official Capacity
Street Address	City, State and Zip Code
Name	Official Capacity
Street Address	City, State and Zip Code
Name	Official Capacity
Street Address	City, State and Zip Code

I/we hereby certify that	the Instructions and Term and Conditions have been read and agree to (Print)
	(Address)
	(Phone)
	(Fax)
Representative	
	(Print)
	(Signature)
Vendor acknowledges	21 pages of this bid. Date

## Invitation to Bid for Pool Filters THIS SECTION LEFT INTENTIONALLY BLANK

## City of Reno

## **Horizontal Sand Filter Tank Technical Specifications**

#### **GENERAL**

The bid/proposal shall be for a total of six (6) identical horizontal sand filter tanks and shall be furnished with all required filter media.

Tank units offered must be new, current production, standard cataloged product of a company regularly engaged in the manufacture of water treatment equipment.

Bid price shall include delivery of all six (6) tank units and filter media to the City of Reno at 1640 East Commercial Row, Reno, Nevada 89512.

#### FILTER TANK CONSTRUCTION

#### A. Vessel

- 1. The filter vessel will be 34" inside diameter, will have 13.5 square feet of filter area and shall be designed for a maximum working pressure of 100 psi.
- 2. The vessel shall incorporate two (2), four inch (4") grooved pipe ports located in the top of the vessel side shell to serve as influent and effluent plumbing connections. One (1), three-inch (3") port shall be located in the lower front portion of the vessel to serve as a winterizing and media dump port connection. One (1), three-inch (3") port shall be located in the upper-most portion of the side shell to serve as a connection for a manual air relief valve. Bulkhead through-port connections will not be considered for this application in order to preclude fitting failure and structural weaknesses inherent with vessels using bulkhead fittings.
- 3. A 12" x 16" viewing window/access man-way shall be fitted at the front end of the vessel to provide operation and periodic media examination, and ease of access for media loading. The man-way shall incorporate an o-ring seal and shall have a smooth finish to provide a continuous watertight seal.
- 4. Vessel shall be supported by two (2) saddles, which shall allow the vessel to withstand load forces specified for seismic zone 4 without damage. Certified engineering drawings are required to confirm this capability.
- 5. Vessels shall measure forty one inches (41") from floor to top of the grooved four inch (4") pipe ports located in the top of the vessel.

#### **B.** Distribution and Collection System

Internal components shall be hydraulically balanced to prevent migration and channeling of the filter media during the filter cycle and must uniformly fluidize the filter media in the backwash cycle without breakthrough at any one location. Internal component design shall accommodate, during "OFF" cycle, that the filter system shall remain full of water.

#### C. Air Relief System

An automatic air bleed system shall be provided. An anti-plug protective shield screen shall be a part of the assembly. A manually operated external air relief shall also be provided for the vessel.

#### D. Winterizing/Drain Port

At the lowest point of the front of the vessel a port shall be provided. The port shall allow the evacuation of all water from the vessel for the purpose of winterizing or service. No media shall be allowed to leave the vessel during the draining process. The port shall also facilitate the removal of the filter media from the vessel.

#### FILTER TANK CERTIFICATION

The filter supplied must be listed by the National Sanitation Foundation (NSF) ANSI 50 for a flow rate of up to 20 gallons per minute, per square foot of filter area. Proof of National Sanitation Foundation (NSF) listings will be required.

#### FILTER TANK WARRANTY

Filter tank shell shall carry a fifteen (15) year non-pro-rated warranty.