



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION**

**CONTRACT EXTRACT
NOTICE OF AWARD**

DATE:	August 1, 2020
CONTRACT COMMODITY/SERVICE:	Granular Anthracite Filter Media
CONTRACT NUMBER:	1901A
COMMODITY CODE:	885.08
CONTRACT PERIOD:	September 1, 2020 through August 31, 2021
RENEWAL OPTIONS:	3 additional 1- year periods through 2024
USER DEPARTMENT:	Public Utilities
SUPPLIER:	Name Carbon Sales, Inc. Address 375 Johnson Street City, State Wilkes-Barre, PA 18702 Contact Name John Kovalcin Phone Number 570-823-7664 Ext. 231 Fax Number 570-829-4515 Email address jkovalcin@carbon-sales.com
ORACLE SUPPLIER NUMBER:	20949
BUSINESS CATEGORY:	Small
PAYMENT TERMS:	Net 30
DELIVERY:	As needed and requested
FOB:	County of Henrico
BUYER:	Name Jon Creger Title Procurement Analyst I Phone 804-501-5664 Email Cre057@henrico.us

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number. Please see attached pricing sheet and scope of work.

Price Schedule- Contract No. 1901A

Price per U.S. Ton: \$302.82

Scope of Work

A. General Requirements

1. The Successful Bidder shall be a firm regularly engaged in the sale of Granular Anthracite Filter Media as specified and an authorized supplier.
2. Orders will be placed as needed and requested during the term of the contract. There shall be a minimum order requirement of ten (10) tons per order.
3. Granular Anthracite Filter Media shall be provided in new semi-bulk woven polypropylene sacks holding one (1) US Ton each. The sack shall have top lift straps and self-discharging bottom spouts. The new sacks shall show no signs of wear, or weather exposure.

B. Certification

1. It shall be the Successful Bidder's responsibility to perform all test and inspections required by this specification and to identify the source of the submitted granular anthracite filter media and its physical compositions.
2. The Affidavit of Compliance must be signed by a corporate officer and must be sent with each delivery of granular anthracite filter media.

C. Substitutions or Change of Manufacturer

1. The Successful Bidder may not substitute another manufacturer's product or deliver any other granular anthracite filter media than what is agreed to at the time of award without prior approval from DPU WRF management. Failure to obtain such approval can result in forfeiture of the contract and the removal of any delivery made at the Successful Bidder's expense.
2. If the DPU WRF agrees to a substitution in material, the Successful Bidder is still responsible for ensuring that the appropriate paperwork is produced and given to the DPU WRF via the delivery driver for the initial delivery. If the normal paperwork requirements are not fulfilled, DPU WRF reserves the right to reject the delivery.

D. Containers & Appurtenances in Contact with Material Supplied to DPU WRF

1. All sacks shall be dedicated solely to the granular anthracite filter media.
2. If the sacks of granular anthracite filter media are damaged upon arrival, they will not be accepted. This minimizes any chance for possible contamination. The damaged products will be returned and proper replacement will be provided accordingly.

E. Delivery Requirements

1. Delivery shall be made to:
Henrico County Water Reclamation Facility
9101 WRVA Road
Henrico, VA 23231
2. All deliveries shall be scheduled in advance so trained DPU WRF personnel can be present to accept and monitor the delivery process. DPU WRF personnel will be responsible for unloading the sacks from the truck.
3. Product is not to be shipped on pallets and shall be able to be easily moved by forklift or crane.
4. Delivery shall begin within 48 hours of order being placed. Deliveries can be made over a two-week time period but shall be completed within two weeks of initial delivery.
5. Deliveries shall be received at the WRF between 7:30 a.m. and 3:00 p.m., Monday through Friday, except holidays. Deliveries outside of these times are the exception and shall be initiated by DPU WRF and coordinated with the Successful Bidder.
6. An assigned WRF employee will meet the driver and confirm the contents of the shipment. The WRF employee will perform a visual inspection of the vehicle. If there are no visible problems with the truck and no problems with the manifest, the WRF employee will escort the driver to the appropriate location to commence DPU WRF testing (if appropriate) and unloading. If the WRF employee has concerns about the shipment, he will notify WRF management.
7. The driver will place blocks behind his wheels to ensure that the truck will not move during unloading.
8. While the truck is unloading, the driver must always stay with the truck in case problems occur with the unloading.
9. The Successful Bidder shall notify the Warehouse Supervisor at 804-501-7662 or 804-501-7659, 48 hours prior to delivery.
10. Repeated delays in delivery of necessary quantities of material shall be grounds for cancellation of the contract. If the Successful Bidder fails to make delivery within the allotted time, the County reserves the right to obtain granular anthracite filter media from another source.

F. Safety and Personal Protective Equipment

1. The Successful Bidder shall ensure that all parties involved in supplying the granular anthracite filter media to the DPU WRF facility observe the applicable safety practices. This includes wearing the appropriate personal protective equipment during transloading and offloading operations. Such operations shall not begin unless the personal protective equipment is worn.
2. All drivers will be required to have a valid commercial driver's license (CDL). A hazardous endorsement is required to transport hazardous materials.
3. In no case will a driver transport the granular anthracite filter media without being trained on the use of the specific truck used to transport the material to the Henrico County WRF.

G. **Safety Data Sheets**

A new SDS must be submitted by the Successful Bidder to the DPU WRF before the first delivery if any revision or change occurs during the contract. Successful Bidder must also ensure that all containers will be labeled in accordance with the VOSH/OSHA Hazard Communication Standard- Globally Harmonized System (GHS).

H. **Specification for Granular Anthracite Filter Media**

1. Granular Anthracite Filter Media shall comply with AWWA B100 for Filtering Materials. Graduation shall be based on square hole sieves conforming to American Society of Testing & Materials (ASTM) E11.

The Granular Filter Media must **be anthracite**, meeting the follow specifications:

Specific Gravity:	1.5 or greater
Hardness, Mohs Scale:	3.0 or greater
Acid Solubility:	1 percent or less
Caustic Solubility:	2 percent or less in percent sodium hydroxide solution at 190 F.
Effective Size, mm	1.4 to 1.6
Uniformity Coefficient	1.40 or less
Passing a No. 8 Sieve (2.38mm)	98 percent or more
Passing a No. 25 Sieve (0.71mm)	2 percent or less

I. **Invoicing**

1. Invoicing is to reflect the cost per ton for Granular Anthracite Filter Media.
2. Invoices can be sent to:

County of Henrico
DPU Water Reclamation Facility
9101 WRVA Road Admin.
Henrico, VA 23231