



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION
CONTRACT EXTRACT
NOTICE OF AWARD/RENEWAL**

DATE:	July 1, 2021
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Hydrofluosilicic Acid
CONTRACT NUMBER:	2170A
COMMODITY CODE:	885.66
CONTRACT PERIOD:	July 1, 2021 through June 30, 2022
RENEWAL OPTIONS:	Four remaining one-year renewal periods
USER DEPARTMENT:	Public Utilities
Contact Name:	Russ Navratil
Phone Number:	804-501-7501
Email Address:	nav@henrico.us
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	Univar Solutions USA Inc.
Address:	200 Dean Sievers Place
City, State:	Morrisville, PA 19067
Contact Name:	Michael Crea
Phone Number:	215-337-5411
Email address:	michael.crea@univarsolutions.com
ORACLE SUPPLIER NUMBER:	10646
BUSINESS CATEGORY:	Non-Swam
PAYMENT TERMS:	Net 30
DELIVERY:	As Needed
FOB:	County of Henrico
BUYER: Name:	Jon Creger, VCA
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.

PRICE SCHEDULE – CONTRACT NO. 2170A

Hydrofluosilicic Acid - \$1.95 per gallon

A. General Information.

1. The County of Henrico WTF has one tank for bulk storage of Hydrofluosilicic Acid with a capacity of 8,700 gallons.
2. The minimum delivery of Hydrofluosilicic Acid is 3,000 gallons.
3. The anticipated annual usage is 24,000 gallons of 23.5% (v/v basis) Hydrofluosilicic Acid. Henrico County WTF retains the option to increase or decrease the quantity based upon actual usage.

B. General Requirements.

1. Successful Bidder must follow WTF Operations procedures for acceptance of Water Treatment Chemicals. Failure to comply with the County's procedures will result in rejection of the chemical delivery or possibly cancellation of the contract.
2. Hydrofluosilicic Acid shall be delivered to the following location:

Henrico County Water Treatment Facility
10111 Three Chopt Road
Henrico, VA 23233
3. Bidders must submit a manufacturer's Safety Data Sheet (SDS) with their Bid. A new SDS must be submitted to WTF before the next delivery if any revision or change occurs during the contract.

C. Product Specifications for Hydrofluosilicic Acid.

1. Composition: Hydrofluosilicic Acid shall have a concentration of 23.5% H₂SiF₆ on a volume/volume (v/v) basis. Hydrofluosilicic Acid supplied in accordance with this specification shall be free of visible suspended matter and shall contain no mineral or organic substances in quantities capable of producing deleterious or injurious effects on the health of those consuming water that has been treated properly with the Hydrofluosilicic Acid. The Hydrofluosilicic Acid content shall not exceed 1%.
2. Standards: Hydrofluosilicic Acid shall be certified as suitable for contact with or treatment of drinking water by an accredited certification organization in accordance with ANSI/NSF Standard 60, Drinking Water Treatment Chemicals – Health Effects. Hydrofluosilicic Acid shall comply with the latest revision of ANSI/AWWA, B703 – Standard for Hydrofluosilicic Acid, Section 4.
3. Certificate of Analysis: Sampling and analysis shall be conducted in accordance with the latest revision of ANSI/AWWA B703 – Standard for Hydrofluosilicic Acid, Section 5.

D. ANSI/NSF Standard 60 Certification.

1. The bid product shall comply with the most recent, applicable AWWA standards. If any conflicts exist between the WTF chemical purchase specifications and AWWA standards, the WTF specifications will prevail.
2. Hydrofluosilicic Acid shall be certified in accordance with the NSF Standard 60 for drinking water chemicals.
3. Hydrofluosilicic Acid shall have been tested and certified by a product certification organization accredited for this purpose by the American National Standards Institute (ANSI). A copy of the ANSI/NSF letter of acceptance for the chemical shall accompany the bid. Failure to provide this certification may cause your bid to be declared non-responsive.

4. Failure to comply with these requirements or the loss of ANSI/NSF 60 certification shall be considered grounds for cancellation of the contract. WRF will periodically check the NSF listing to ensure that supplier remains in compliance.
 5. If ANSI/NSF 60 certification is lost the supplier shall notify WRF immediately.
- E. WTF Site Visit/Orientation Site Visit/Chemical Manufacturer's Site Visit.
1. WTF Site Visit - Prior to submission of bid, Bidders may visit the Henrico County WTF. To schedule an appointment, please contact the WTF Assistant Division Director at 804-501-7503.
 2. Orientation Site Visit
 - a. The Successful Bidder will be required to complete an orientation site visit. The orientation site visit to Henrico County WTF will include a discussion of the Successful Bidder's transportation plan (see Section 1, Item I). The Successful Bidder will attest to the fact that this transportation plan will not change and that any proposed changes would be provided to the DPU beforehand.
 - b. The orientation site visit to the Henrico County WTF will also include an explanation of the manufacturing process, what quality assurance and purity tests are performed on the product, possible contaminants along with mitigating measures, and how often quality assurance and purity tests are performed.
 3. Chemical Manufacturer's Site Visit
 - a. Once the Successful Bidder has been chosen, plans may be made to visit the chemical manufacturer's site along with any sites where the chemical will be trans-loaded, stored for distribution or repackaged.
 - b. If WTF personnel visit the chemical manufacturer's site, they may request a tour of the manufacturing facilities.
 - c. Should any concerns be raised by WTF personnel during the site visit regarding the safety, quality assurance, or other procedural issue, the Successful Bidder shall address those concerns. If changes are discussed and agreed upon, they will be put in writing by the Successful Bidder and sent to the appropriate WTF personnel. The conditions will stand for the entire length of the contract unless otherwise noted.
- F. Substitutions or Changes of Manufacturer.
1. The Successful Bidder may not substitute another manufacturer's product or deliver any other chemical than what is agreed to at the time of award without prior approval from WTF 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 WTF agrees to a substitution of material, the Successful Bidder is still responsible for ensuring that the appropriate paperwork is produced and given to the WTF via the delivery driver. If the normal paperwork requirements are not fulfilled, WTF reserves the right to reject the delivery.
- G. Certified Analysis Testing for Impurities and Delivery Paperwork.
1. A certified analysis for impurities of the chemical must be conducted by the Successful Bidder prior to the first delivery of the chemicals. An independent laboratory shall perform the testing, and all costs shall be borne by the Successful Bidder. A certified analysis of impurities of the chemical must also be conducted with results supplied to the WTF every quarter. Successful Bidder shall bear all cost of testing.
 2. At any point during the contract, WTF may have a sample taken from the tank truck and analyzed for purity and trace contaminants. An independent laboratory will perform testing, and the costs for this testing will be borne by WTF.

3. A certificate of analysis shall be provided with each delivery by the Successful Bidder. The required details of this analysis are outlined in Section 1, Item E. The certificate of analysis shall state from where the test sample was taken (i.e., tank truck, rail car, storage tank, etc.).
4. Where chemicals are trans-loaded from a storage tank, rail car, or other container other than what is delivered to WTF, the driver or trans-loader must initial that they have witnessed the trans-loading into the vehicle used for transport to the Henrico County WTF. As evidence of this, the paperwork shall state container identification, such as the DOT UN#, along with chemical name and an identification number of the tank truck used for transporting the chemical to the Henrico County WTF. This assures WTF staff that the correct chemical was trans-loaded.

H. Transportation Plan.

1. In order to fully comprehend the "chain-of-custody" before a chemical reaches its Henrico County WTF destination, the Successful Bidder must provide a transportation plan to the WTF. The transportation plan shall be submitted by the Successful Bidder with the signed contract. Within this plan, a detailed explanation must be provided explaining all companies involved in the manufacture, distribution and transportation of the chemical to the Henrico County WTF. Failure to provide a complete transportation plan that includes all elements outlined in this section may cause the contract to be declared void.
2. Any changes made to the transportation plan during the contract, must be made known to WTF staff two weeks prior to the proposed change. The proposed change must be sent certified mail (and a copy sent via email to WTF Division Director) to the following address:

Department of Public Utilities – Water Treatment Facility
Attn: WTF Division Director
10111 Three Chopt Road
Richmond, VA 23233

3. Included in this transportation plan shall be an emergency contact list for each company involved in the chemical manufacture, distribution and transportation of the chemical.
4. Included in this transportation plan shall be a description of other chemicals manufactured, repackaged, trans-loaded and transported at each location affiliated with supplying the chemical to the Henrico County WTF.
5. Included in the transportation plan shall be a detailed description of the personal protective equipment (PPE) required of the driver during the delivery process at the Henrico County WTF. List each piece of required PPE. Chemical off-loading may not occur if the driver does not have the appropriate PPE.
6. Included in the transportation plan shall be a detailed description of security procedures to be followed during the delivery process. At a minimum, the Successful Bidder shall comply with the following requirements:
 - a. Each delivery for the Henrico County WTF shall be sealed with a security tag on the coupling and the dome. Seals shall only be broken in the presence of a Henrico County employee.
 - b. Before trucks bound for Henrico County WTF leave the terminal, the Successful Bidder shall provide DPU with (1) the name of the driver, (2) the tanker number, (3) the serial number of the security tag, and (4) the UN number of the chemical. This information shall be included on the shipment manifest. Information shall be sent to the WTF via fax to 804-527-1836.
7. The transportation plan will be reviewed by WTF staff. Include in the transportation plan the name and phone number of a contact person who is available to answer questions posed by WTF staff.

8. The Successful Bidder (as well as its contractors affiliated with supplying the chemical to the Henrico County WTF) must provide information on their accidental release history for the past five years.
 9. Include in the transportation plan conditions of Successful Bidder's contract agreements. The plan will disclose any conditions and requirements the Successful Bidder has with its contractors to manufacture, supply, and/or transport the chemical to the Henrico County WTF. Disclosure includes conditions of the contract, including provisions for pre-job safety meeting orientations for contractors, training, necessary PPE, and emergency response procedures that the Successful Bidder requires of its contractors.
- I. Containers & Appurtenances in Contact with Chemical Supplied to DPU.
1. All containers and appurtenances shall be dedicated solely to one chemical.
 2. If the chemical containers or packaging are damaged, 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.
 3. Any containers or tank trucks found leaking chemicals shall not be allowed to enter or depart from the Henrico County WTF until the Successful Bidder, its contractor, or the designated representative makes appropriate repairs. Any cargo found to be leaking chemicals will be considered an emergency situation requiring immediate attention by the Successful Bidder and its contractors. All costs borne by Henrico County associated with remediation of chemical spills caused by the negligence of Successful Bidder's personnel or Successful Bidder's leaking equipment shall be reimbursed by the Successful Bidder.
- J. Delivery Requirements.
1. All orders shall be scheduled in advance so trained WTF personnel can be present to accept and monitor the delivery process.
 2. Deliveries shall be received at the WTF between 8:00 a.m. and 4:00 p.m., Monday through Friday, except for County holidays listed on the County website (<https://henrico.us/finance/about-us/hours/>). Deliveries outside of these times are the exception and shall be initiated by WTF and coordinated with the Successful Bidder.
 3. The Successful Bidder shall be able to deliver within 48 hours of notification. Delivery procedures shall comply with current federal, state and local regulations and with the latest revision of ANSI/AWWA B703 – Standard for Fluorosilicic Acid, Section 6.
 4. The Successful Bidder shall notify WTF Chief Operator immediately of any delay in route.
 5. Repeated delays in delivery of necessary quantities of the chemical 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 the chemicals from another source.
 6. A shipping manifest containing all items outlined in Section I, Item 6(b) must be provided prior to the truck leaving the terminal.
 7. An assigned WTF employee will meet the driver and confirm the identification of the driver. The WTF employee will perform a visual inspection of the vehicle and verify that the tanker number, security tag serial numbers, and UN number are correct. If there are no visible problems with the truck and no problems with the manifest, the WTF employee will escort the driver to the appropriate location to commence WTF testing (if appropriate) and unloading. The security seals shall be broken in the presence of a WTF employee. If the WTF employee has concerns about the shipment, they will notify WTF management.

8. Any delivery not agreeing with the quality criteria established shall be returned at the Successful Bidder's expense.
9. Bulk shipments shall be made in rubber-lined trucks.
10. The tank trucks used for the delivery of the Hydrofluosilicic Acid shall be fully equipped to unload by pressurizing the tanks with air and shall be equipped with valves to control the flow of Hydrofluosilicic Acid into the storage tank and to enable rapid shut-off if an emergency arises.
11. The driver will place blocks behind his wheels to ensure that the truck will not move during unloading.
12. The driver can only hook up the delivery when an assigned WTF employee tells the driver where to make the necessary connections.
13. Driver must remain with the truck at all times, in case a problem occurs during the unloading process.
14. Hoses shall be clean and free of residue from previous deliveries. Hoses, couplings or adaptors found unclean shall be cleaned at the Successful Bidder's expense before unloading.
15. Where tank trucks are used, the truck tank pressure shall be regulated by the driver while unloading and shall not exceed the tank truck manufacturer's specifications.
16. Tank trucks shall be equipped with tank-mounted valves to enable rapid shut-off if an emergency arises.
17. Upon departure from WTF facility, driver must make sure all the cargo has been unloaded, the appropriate paperwork signed, and that all previously open outlets and valves are closed to ensure that nothing can leak out of the vehicle.

K. Safety and Personal Protective Equipment.

1. The Successful Bidder shall ensure that all parties involved in supplying the chemical to the WTF facility observe the applicable safety practices. This includes wearing the appropriate personal protective equipment (PPE) during the transloading and offloading operations. Such operations shall not begin unless the PPE is worn.
2. The driver shall always wear the appropriate protective face and body apparel when unloading the chemical. The driver shall also be fully educated (classroom & hands-on training) in Hazardous Communication regulations to ensure that they know what to do should an emergency occur on or off-site.
3. All drivers will be required to have a valid commercial driver's license (CDL). A hazardous endorsement is required to transport hazardous materials.
4. In no case will a driver transport the chemical without being trained on the use of the specific truck used to transport the chemical to the Henrico County WTF.

L. Safety Requirements of the Successful Bidder.

1. The Successful Bidder that delivers hazardous chemicals must assure that their employees are trained on performing the job safely, of the hazards related to the job, and applicable provisions in WTF emergency response plans. Upon request by WTF, Successful Bidder must present information regarding their safety performance as highlighted below:
 - a. Assure that their employees are trained in safe work practices.
 - b. Assure that their employees are instructed in the known potential fire, explosion or toxic release hazards related to the job.

- c. Assure that their employees follow WTF's safety rules and work practices.
- d. Successful Bidder shall document the required training and testing (if applicable) of their employees. The records shall contain the identity of the employees and the dates of training and testing.

M. Training and Technical Service Requirements.

1. As requested, the Successful Bidder shall provide at no additional cost to the WTF, a one-half day formal on-site classroom training session to WTF employees. The training classes shall be given prior to the first delivery but not more than 90 days prior to the first delivery.
2. The training session shall include but not be limited to the characteristics of the supplied chemical, safe operating and maintenance practices, emergency response, routine operational observations or maintenance tasks, and technical guidance to assure that the workforce is adequately acquainted with all aspects of handling and using the supplied chemical.
3. The instructor shall have sufficient experience and qualifications that will enable them to present a training session that is meaningful and complete.
4. The Successful Bidder shall coordinate the scheduling of training with WTF management.

N. Environmental Requirements of the Successful Bidder.

1. The Successful Bidder will be informed of the WTF's Environmental & Sustainability Management System (ESMS) and the applicable sections/requirements. The Successful Bidder will be responsible for ensuring that delivery drivers sent to WTF have been informed of these requirements. This training shall be documented, and these documents may be requested at any time by WTF.