BID REQUEST
Road Salt
Bid Number
# CL11-MD-0033

Introduction
The University of Massachusetts Lowell (UMASS LOWELL) invites bids for the procurement of Road Salt

University Overview
The University of Massachusetts Lowell is located in the historic industrial city of Lowell, 25 miles northwest of Boston; the campus spans more than 125 acres along the Merrimack River. More than 12,000 resident and commuter students of all backgrounds pursue bachelor’s, master’s, and doctoral degrees as well as professional certificates in the arts, humanities and sciences; education; engineering; health and environment; and management. The University is a nationally ranked research university and has a faculty that continually generates new ideas. Nearly 68 percent of our funding is received from federal agencies and the rest primarily from industry.

Scope
The Physical Plant at the University of Massachusetts, Lowell is requesting bids for the purchase of rock salt as needed.

Sodium Chloride
Materials
All Sodium Chloride shall be deep mined rock salt Sodium Chloride (NaCl), minimum 97 percent and shall conform to ASTM-D632 Specifications unless specified otherwise. The salt must be treated with an anti-caking agent and must be delivered in a free flowing condition.

Grading of Sodium Chloride
The Sodium Chloride shall be in the form of deep mined rock salt and shall conform to the following requirements for a particle size, when tested by means of laboratory sieves:

Sieve Analysis
<table>
<thead>
<tr>
<th>Screen Size</th>
<th>Acceptable Passing Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/16” Sieve (Minimum)</td>
<td>100%</td>
</tr>
<tr>
<td>3/8” Sieve</td>
<td>95-100%</td>
</tr>
<tr>
<td>#4 (4760-Micron Sieve)</td>
<td>20-90%</td>
</tr>
<tr>
<td>#8 (2380-Micron Sieve)</td>
<td>10-60%</td>
</tr>
<tr>
<td>#30 (590-Micron Sieve)</td>
<td>0-10%</td>
</tr>
</tbody>
</table>

NOTE: Detailed requirements for these sieves are given in the Standard Specifications for sieves for Testing purposes. (ASSHO Designation M92-42)

Material Control

If the sodium chloride fails to meet the minimum chemical purity requirements of this Article, the material shall be rejected by the University.

The material, if not received in a free flowing usable condition (i.e., caked or sticky) shall be stored separately until a test for an anti caking agent is performed. Should the test fail the vendor shall remove the material at the vendor’s expense.

Estimated Quantity

Approximate Quantity 8000 Tons

Minimum loads shall be 32 tons

Delivery

Contractors must be prepared to commence work to furnish and deliver initial orders of Sodium Chloride no later than November 1, 2010.

After initial orders have been delivered, additional Sodium Chloride will be ordered as needed. The Contractor must begin to ship reorder quantities within three (3) calendar days after receipt of shipping instructions and must complete shipment within ten (10) calendar days unless prior arrangements have been negotiated with the University.

Routine deliveries to locations will only be accepted Monday through Friday, excluding Local and State Holidays, between the hours of 7:30 A.M. and 3:30 P.M. unless prior arrangements have been made with the University.

The University must be notified sufficiently in advance with the start time of delivery, number of trucks, anticipated tonnage, and the last load must be identified so that he/she can schedule receiving operations, or delivery may be rejected.

When an awarded contractor does not comply with the Furnishing and Delivery of Salt, the awarded contractor shall be responsible for any additional cost incurred and expense suffered by the Commonwealth as a result of its action.
**Contract Period**

The contract shall be in effect on or about November 1, 2010 and end as of October 31, 2011.

The University of Massachusetts reserves the right to terminate the contract due to lack of or reduction in financial appropriations that fund the contract. In the event of contract termination, all finished or unfinished documents, data, studies, and reports, etc. prepared by the Contractor, pursuant to the contract, shall become the property of the University.

**Billing Requirements**

The successful bidder will invoice the University on a per Delivery basis. All invoices shall reference the University issued Purchase Order Number.

Bid price shall remain firm throughout the term of the contract.

Questions concerning this bid specification should be directed to Michael Durkin (978) 934-1915.

**Bid Evaluation Criteria**

Although the dollar amount is an important factor in this request; service and experience will also be considered.

- All requirements under this Invitation are met
- Overall Product Pricing
- Delivery Costs
- Any Additional Costs
- Timeframe for delivery

**Bid Rejection**

The University reserves the right to reject any or all bids received in whole or in part if it is deemed such action is in the best interest of The University and the Commonwealth of Massachusetts.

**Preparation of Bids**

Bids must be *signed, where instructed, in ink* and costs *typewritten* or in *ink*. Facsimile signatures are unacceptable. Bids which are priced or signed in pencil may be rejected as non-responsive. Bids may be e-mailed to bids@uml.edu by 11:00 AM, Thursday, October 7, 2010 or sent to the address listed below. If bids are e-mailed, original bid documents must be presented to UMass Lowell by the winning bidder prior to any
purchase order being issued. Bidders are cautioned that errors, alterations, or corrections on the submitted bid must be initialed by the person signing the bid proposal or his/her authorized designee. Failure to do so may result in rejection of the bid for those items erased, altered, or corrected and not initialed. **Telephone and or Fax bids will not be accepted.**

**Certification of Tax Status**

Pursuant to Massachusetts General Law, Chapter 62C, Section 49 A, the bidder certifies under penalties of perjury that to the best of the bidder's knowledge and belief, they have filed all state tax returns and paid all state taxes required by law.

**Certification of Non-Collusion**

Pursuant to Massachusetts General Law, Chapter 7, Section 22 (20), the bidder certifies under penalties of perjury that their bid is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

**Bidder's Representations**

Each bidder by submitting its bid represents that:

a) The bid document and specifications have been read and understood by the bidder,

b) The bid is based upon the items described in the bidding documents and specifications without exceptions,

c) The bid has been arrived at independently and is submitted without collusion,

**Bid Documents**

May be e-mailed to bids@uml.edu or one (1) original and one (1) copy of the proposal may be submitted in a sealed envelope to:

**Drop off and Mailing location**

University of Massachusetts Lowell  
Purchasing Department  
Dugan Hall, 883 Broadway, Room 204  
Attention: RFB No.  
CL11-MD-0033 Road Salt  
Lowell, MA  01854  

Page 4 of 10
Bid Opening

Bids will be accepted until 11:00 AM on, Thursday, October 7, 2010. Bids will be opened at 11:00 AM on, Thursday October 7, 2010. All bids will be opened publicly at the date and hour stated in the bid. Bidders are welcome to attend; bids will be opened at the Purchasing Department:

Purchasing Department
Dugan Hall, 883 Broadway, Room 204
Lowell, MA  01854

It is vital that bids be in the Purchasing Office by the due date and time. Please follow the very important information below in regard to mailing or hand delivering a bid.

The Purchasing Department is on the second floor of the Dugan Building. If you are hand delivering a bid, you must come to this address. Please allow a very generous amount of time to hand deliver a bid due to difficulty in locating parking place, traffic etc. The Purchasing department does not accept responsibility for any method of mailing or delivery of bids. It is the bidder’s responsibility to get bids to the Purchasing Office on time!

Late bids will not be considered, and will be placed, unopened, in the bid file.

We strongly encourage you to contact the Purchasing Office by telephone or e-mail prior to the bid opening to confirm that your bid has been received by the Purchasing Department. The general Purchasing Office phone number is (978) 934-3500 or email address is Purchasing@uml.edu. All communication should reference RFB No. CL11-MD-0033

Contact Person

All questions from prospective bidders concerning this RFB must be submitted in writing or e-mail to Michael Durkin at the same purchasing address referenced above or via email address Purchasing@uml.edu.

Amendments

The Purchasing Department reserves the right to amend, alter, or cancel the bid at any time prior to the deadline for submissions of bids. If such action is necessary, all potential bidders who have received or requested a copy of the bid will be notified of the changes to be made in writing and whether the bid opening date will be extended.

Debriefing

Any Vendor may request a debriefing within one (1) week after receiving notification of award, to discuss the Selection Committee's evaluation of its bid proposal. Request for debriefing shall be made in writing to the Purchasing Manager. Debriefing shall not include discussions of any competing bids.
Massachusetts Public Record Law

All bids and related documents submitted in response to this RFP are subject to the Massachusetts Public Records Law, Massachusetts General Law Chapter 66, Section 10 and to M.G.L. Chapter 4, Section 7, Subsection 26, regarding public access to such documents. Statements in the bid response that are inconsistent with those statutes will be disregarded. Any additional questions regarding the Public Records Law should be directed to the Public Records Division at: (617) 727-2832 during regular business hours. You may also access various Public Records Division publications through the Internet at: www.sec.state.ma.us/pre.

Transfers and Subcontracting

The Vendor may not subcontract, in whole or in part, any portion of this contract without the written consent of the University.

Nondiscrimination in Employment and Affirmative Action

The Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, physical or mental handicap, or sexual orientation. The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment including but not limited to: Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and M.G.L. c.151B.

Vendor Not Employee of UMASS LOWELL

The Vendor, or his employees or agents performing under the agreement, are not to be deemed to be employees of UMASS LOWELL nor to be agents of UMASS LOWELL in any manner whatsoever. The Vendor will not hold himself out as, nor claim to be, an officer or employee of UMASS LOWELL and will not make any claim, demand, or application to or for right or privilege applicable to an officer or employee of UMASS LOWELL, including, but not limited to, workmen's compensation coverage, unemployment insurance benefits, social security benefits, or retirement membership or credit.
Company information and signature required

Company Name: ______________________________________________________
Company Address: ____________________________________________________
______________________________________________________________
Tel. # __________________________ Fax # __________________________

Are you

() Woman Owned Business
() Minority Owned Business
() Individual/Sole Proprietorship
() Partnership
() Government
() Non-profit Organization
() Corporation
() Disadvantaged Business
() Other (specify) __________________________________________________

Tax I.D./ FEIN # _____-___-_____ or S.S.N.# (if individual) _____-___-_____.

Signature of owner or authorized officer*: __________________________________
Please print name: ______________________________________________________
Title: ______________________________________________________________
Date submitted: ___/___/___

*must be signed in ink
UNIVERSITY OF MASSACHUSETTS LOWELL BID REQUEST FORM

Please enter the cost per ton for up to 8000 Tons of Salt. This amount should include any and all fuel and delivery charges.

AMOUNT OF BID $______________Per Ton

THE CONTRACT WILL BE AWARDED, PRIMARILY BASED ON THE LOWEST BID ENTERED ON THE AMOUNT OF BID LINE ABOVE.

In addition, please provide a cost per ton of salt after the 8000 tons of salt

AMOUNT OF BID $______________per ton

Company Name: ___________________________
Address: __________________________________
Telephone: _________________________________
Signature: __________________________________
Print or type name and title: ___________________
Date: ______________________________________

Please provide a name and telephone number for ordering:

Name: _________________________________
Phone: _________________________________
Certification of Non Collusion

The undersigned certifies under penalties of perjury that this Bid or Proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

__________________________________________  __________________________
 Authorized Signature*                          Date

__________________________
Printed Name of person signing bid or proposal*)

__________________________
(Name of business)

*must be signed in ink
VENDOR BIDDER CHECK LIST

AS A QUALIFIED BIDDER, HAVE YOU INCLUDED:

_____ Company information and signature page (Page 7)
_____ Completed Bid Request Form (Page 8)
_____ Certificate of Non-Collusion Form (Page 9)

_____ An Original and copy of all Bid Material delivered No Later than 11:00 AM, Thursday, October 7, 2010. Bids received after this date and time will not be considered, and will be placed, unopened, in the bid file.