



Submitting a Responsive Response Packet & Bid

Waste Water and Water Treatment Chemicals
ITB#FY18-ITB-05



Important Dates

- February 26, 2018
 - All COA and SDS due to alewis@charlottenc.gov
 - Ferric Chloride sample due to McAlpine Creek
 - Lime Slurry sample due to McDowell Creek
- March 26, 2018
 - Response Packets (all Required Forms) due
- April 9, 2018
 - Reverse Auction (pricing submission)
- July 27, 2018
 - Effective Date of Contract(s)

Response Packets

- 1 original hard copy of the required forms with the original signature of an individual from the submitting Company who is authorized to execute binding legal documents
- Include the completed and signed (with original signature) required forms:
 - Form One
 - Form Two
 - Form Three
 - Form Four
 - Form Five
 - Form Six
 - Form Seven
- 1 electronic copy on CD or flash drive in searchable format (preferably PDF). (This addition is included in Addendum 1.

Form Three - Pricing Worksheet

- Supplier must mark all items on Form Three which they are interested in bidding on.
- For each chemical marked, Supplier must provide the following to receive approval:
 - Turn in COA & SDS for each chemical
 - Participate in trial (if applicable)
 - Provide Jar samples (if applicable)
- Chemical then needs to be approved by Charlotte Water via the method outlined in the ITB. If a Supplier marks an item on Form Three but the chemical has not been approved by Charlotte Water prior to the Response Packet submission the supplier will not be allowed to bid on that individual item.
- **DO NOT PROVIDE PRICING ON FORM THREE** except for Item #16A.

Approved Chemicals to PGGI

- Requirements to Participate in Reverse Auction:
- Suppliers will be notified via email from Charlotte Water by March 16, 2018 informing the supplier if they are approved to participate in the Reverse Auction. This approval is based solely on the following requirements:
 - Chemical approved by Charlotte Water (supplier will be notified by March 16, 2018)
 - Submitted response packet deemed responsive and responsible by Charlotte Water
- List of all approved Suppliers will be provided to PGGI, the Reverse Auction Service Provider, who will schedule one-on-one training with the Suppliers

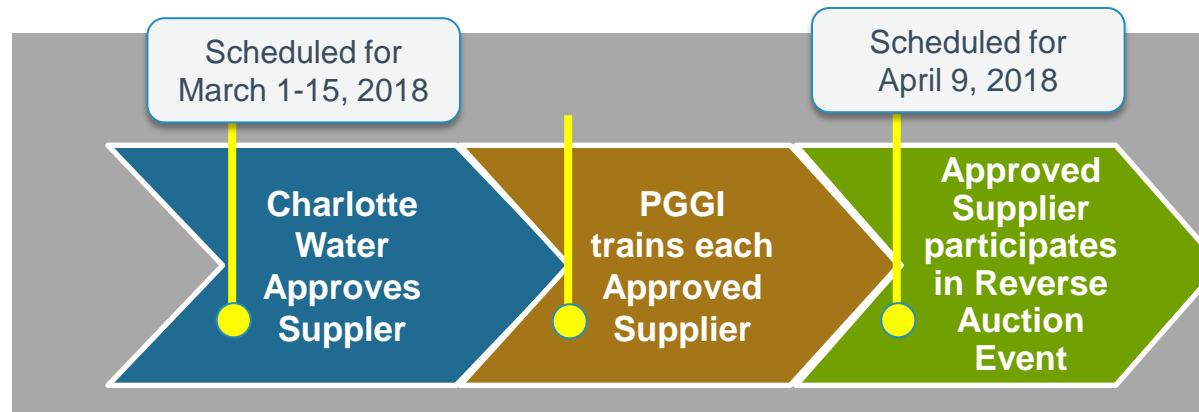
PGGI – Reverse Auction Process

Reverse Auctions allow Charlotte Water to obtain pricing information from suppliers in real-time on a web-based online platform where multiple vendors are able to submit descending pricing, multiple times within a proscribed time period.

Supplier Requirements to Participate in the Reverse Auction Event:

- Must submit a Response Package on March 26, 2018 **WITHOUT PRICING**
- Must be approved by Charlotte Water to participate in Reverse Auction Event
- Must participate in a 1-on-1 training session with PGGI
- Must have an internet connection allowing a supplier to login and participate
- Must comply with having a company representative authorized to submit pricing

PGGI – Reverse Auction Process



- Charlotte Water will review the documents submitted on February 26, 2018 and will notify each supplier and PGGI as to which suppliers will be permitted to participate in the Reverse Auction Event.
- PGGI will schedule a 20-30 minute 1-on-1 training session with each suppliers authorized representative who will be submitting pricing during the Reverse Auction Event. The training session takes place 1 to 3 days prior to the Reverses Auction Event and allows supplier to familiarize themselves with the platform and to ask questions.

PGGI – Reverse Auction Process

- The afternoon prior to the Reverse Auction Event, PGGI will send an email to approved suppliers notifying them that they can submit their Placeholder Bids.
 - *These are the suppliers initial bids and are required to be submitted no later than 15 minutes prior to the start of the Reverse Auction Event.*
- During the Reverse Auction Event the supplier may submit multiple bids for each line item for which the supplier is approved to participate. The final price entered at the conclusion of the Reverse Auction Event will be the Supplier's final offer to Charlotte Water.
- Upon completion of the Reverse Auction Event all submitted supplier pricing will be transmitted to Charlotte Water by PGGI. Charlotte Water will utilize its existing award process outlined in the ITB to complete the procurement.

PGGI – Reverse Auction - Supplier Screen

City of Charlotte, NC

Waste Water and Water Treatment Chemicals ITB # 269-2016-CWCH

Need help? (855) 405-2253

OVERVIEW

DOCUMENTS

LOTS

PARTICIPANTS

REPORTS

WATCH LIVE

PREVIEW

1 - "Live Event" Waste Water and Water Treatment Chemicals

49 Days
UNTIL START

08:00 am
STARTS AT

00:20:00
DURATION

N/A
RANK

RANK	ITEM	DETAILS	BID	EXTENDED BID
N/A	Powdered Activated Carbon 1 - Full Tanker bulk #1.0 1/Ton Description		<input type="text"/> Enter an amount	Extended Qty: 1680
N/A	Aluminum Sulfate (Liquid Alum) - 4,000 gallon lots #2.0 1/Ton Description		<input type="text"/> Enter an amount	Extended Qty: 6030
N/A	Hydrated Lime - Bulk #3.0 1/Ton Description		<input type="text"/> Enter an amount	Extended Qty: 5000
N/A	Sodium Hypochlorite (LTL) - 15 gallon totes/carboys #4.0 1/Gallon Description		<input type="text"/> Enter an amount	Extended Qty: 19800
N/A	Sodium Hypochlorite (LTL) - Full Tanker bulk #5.0 1/Gallon Description		<input type="text"/> Enter an amount	Extended Qty: 98000

PGGI – Reverse Auction - Supplier Screen

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RANK	ITEM	DETAILS	BID	EXTENDED BID
N/A	Powdered Activated Carbon 1 - Full Tanker bulk #1.0 1/Ton Description		<input type="text" value="22"/> Enter an amount	Extended Qty: 1680 \$36,960.00
N/A	Aluminum Sulfate (Liquid Alum) - 4,000 gallon lots #2.0 1/Ton Description		<input type="text" value="10"/> Enter an amount	Extended Qty: 6030 \$60,300.00

ITB Review Questions and Answers

- Read entire ITB carefully, including the Contract Terms and Conditions (Section 5).
- It is the Supplier's sole-responsibility to check charlottewater.org/opportunities for all addenda issued, as Courtesy Notices may not be provided by the City.
- When providing bid pricing during the Reverse Auction, the pricing should include the cost of all chemicals, labor, shipping/delivery, and all other associated costs. No additional costs will be allowed.
- Question and Answers

Response Packet Submission

- Remember:
 - Response Packets are due on March 26, 2018 at 2:00, EST. Late submissions cannot be accepted **even by one minute**
 - Response Packet (including the original and electronic copy) must be in a sealed envelope/box and may be hand-delivered or mailed to 5100 Brookshire Boulevard, Charlotte, NC 28216, Attention: Adrienne Lewis, ITB#FY18-ITB-05
 - If mailing your response packet, make sure to get delivery confirmation before the deadline
 - Response Packets **cannot** be sent via email or fax
 - There will not be a public opening of Response Packets

Vendor Registration

- Must be a registered vendor with the City of Charlotte to have a contract awarded
- To register as a vendor go to <http://vendors.charlottenc.gov> and complete a Vendor Registration Form
- Return vendor registration form with a current W9 to ssvendoradmin@charlottenc.gov.
- For additional assistance with registration and updates to existing vendor information, please contact our Vendor Administration representatives at ssvendoradmin@charlottenc.gov or 704-432-4777.

Helpful Links and Reminders

- Vendor Registration -
<http://vendors.charlottenc.gov>
- Charlotte Water Vendor Opportunities Website-
<http://charlottewater.org/opportunities>

All questions **MUST** be submitted in writing (email) to Adrienne Lewis: alewis@charlottenc.gov