



*City of Saratoga Springs
Department of Public Works
5 Lake Avenue
Saratoga Springs, NY 12866*

*(518) 587-3550 office
(518) 587-2417 fax*

MEMORANDUM

TO: Commissioner John Franck
FROM: Commissioner Skip Scirocco
SUBJECT: Extension of Bid Contract
DATE: 5/28/14

Please add to the June 3, 2014 City Council Agenda, the extension of bid contract for "Sodium Hypochlorite" to Surpass Chemical Company, Inc.

The annual estimated total amount of the bid is \$16,250.



Anthony J. "Skip" Scirocco



City of Saratoga Springs
OFFICE OF COMMISSIONER OF ACCOUNTS
474 Broadway - City Hall
Saratoga Springs, New York 12866
Telephone 518-587-3550
Fax 518-587-6512

JOHN P. FRANCK
COMMISSIONER

SHARON J. KELLNER-BYRNES
DEPUTY COMMISSIONER

Award/Extension of Bid Sign-Off Form

Department That Owns Award/Extension of Bid: Department of Public Works

Project or Item Being Awarded: Sodium Hypochlorite

Vendor Who Won the Bid: Surpass Chemical Company, Inc.

Budget Line Item: F3638334 54141 \$ 16,250

Mayor/Commissioner: Please add to the June 3, 2014 City Council Agenda, the extension of bid contract "16,250" to Surpass Chemical Company, Inc.

Mayor/Commissioner

Date

Assistant Purchasing Agent: Purchasing policy has / has not been followed in the selection of the winner of the bid or bid extension.

Voigt
Assistant Purchasing Agent

5/20/14
Date

Director of Risk and Safety: Vendor being awarded the bid or the bid being extended has / has not met all insurance requirements of the City of Saratoga Springs and has provided a copy of their certificate of insurance for review by the Director of Risk and Safety.

Director of Risk and Safety

Date

****An award/extension of bid will not be placed on the Commissioner's agenda if any of the above is missing. The request to place the item on the agenda will be returned to the appropriate department.**



City of Saratoga Springs

OFFICE OF PUBLIC WORKS

CITY HALL

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ANTHONY J. SCIROCCO
COMMISSIONER

TIMOTHY J. COGAN
DEPUTY COMMISSIONER

May 19, 2014

Tyler Smith
Surpass Chemical Co.
1254 Broadway Ave.
Albany, NY 12204

Re: Sodium Hypochlorite – Bid # 2013-13

Dear Mr. Smith:

The term of the bid agreement between your company and the City of Saratoga Springs is due to expire on June 5, 2014. The City of Saratoga Springs would like to extend that agreement for an additional year to June 4, 2015, as noted in the original agreement. All terms and conditions of the agreement would remain the same.

If you are in agreement, please sign below indicating your acceptance of the renewal. Please sign and return the original and retain a second copy for your records.

As always, thank you for your cooperation. If you have any questions, please feel free to call me at 518-587-3550 ext, 2623.

Sincerely,

Heather Fresh
Department of Public Works

I agree to the extension of the Bid 2013-13 for a period of one year beginning June 5, 2014 and ending June 5, 2015. All terms and conditions of the original agreement will remain the same.

Tyler Smith 5/21/14
Company Designee Date

City of Saratoga Springs Designee Date

Tyler Smith Account Mgr.
Print Name Title

Print Name Title



*City of Saratoga Springs
Department of Public Works
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Office: (518) 587-3550 ext. 2574
Fax: (518) 587-2417

MEMORANDUM

TO: Commissioner John Franck
FROM: Commissioner Skip Scirocco
SUBJECT: Award of Bid
DATE: 6/24/13

Please add to the June 4, 2013 City Council Agenda, the award of bid for the following:

Company	Chemical(s)	Bid Amount
Faesy & Besthoff	Sodiumsilico Fluoride	\$72.00 per CWT
	Copper Sulfate	\$182.00 per CWT
Holland Co.	Polyaluminum Chloride	\$17.39 per CWT
Slack Chemical Co.	Hydrofluosilicic Acid	\$5.39 per gallon
	Sodium Hypochlorite 5 Gallon	\$6.98 per 5-gallon drum
	Liquid Sodium Permanganate	\$422.95 per 55-gallon drum
Surpass Chemical Co.	Sodium Hypochlorite	\$0.771 per gallon
	Phosphate (30/70 Blend)	No Award
	Phosphate (23/77 Blend)	No Award

The above awards as requested because the noted companies are the lowest qualified bidders.

Anthony J. "Skip" Scirocco

4. WAIVER OF IMMUNITY AND NON-COLLUSIVE BIDDING CERTIFICATIONS

Each bidder submitting a bid to the City for the work contemplated by the documents on which bidding is based shall execute and attach thereto, the Non-Collusion Affidavit on the form herein provided, to the effect that he has not colluded with any other person, firm or corporation in regard to any bid submitted. ***Failure to submit the executed Waiver of Immunity and Non-Collusive Agreements at the time of bid submission will disqualify the bid submission.***

5. VENDOR CODE OF CONDUCT

Contractor must execute Vendor Code of Conduct and include the agreement with the bid response submission. ***Failure to submit the executed Vendor Code of Conduct at the time of bid submission will disqualify the bid submission.***

6. CORRECTIONS

The bidder must initial erasures or other changes in the bid.

7. TIME FOR RECEIVING BIDS

Bids received prior to the advertised hour of opening will be securely kept, sealed. The City Clerk's Office, whose duty it is to open them will decide when the specified time has arrived, and no bid received thereafter will be considered.

8. OPENING OF BIDS

At the time and place fixed for the opening of bids, the City will cause to be opened and publicly read aloud every bid that was received within the time set for receiving bids. Bidders and other persons properly interested may be present, in person or by representative.

9. WITHDRAWAL OF BIDS

Bids may be withdrawn on written request dispatched by the bidder in time for delivery in the normal course of business prior to the time fixed for opening; provided that written confirmation of withdrawal over the signature of the bidder is placed in the mail and postmarked prior to the time set for bid opening. The Bid Guaranty of any bidder withdrawing his/her bid in accordance with the foregoing conditions will be returned promptly.

10. AWARD OF CONTRACT: REJECTION OF BIDS

- a. If the contract is awarded, it will be awarded to the responsible bidder submitting the lowest bid complying with the conditions and qualifications of the Notice to Bidders and Instructions to Bidders. The bidder to whom the award is made will receive by mail a "Notice of Award" at the earliest possible date.
- b. The City, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever bid packages are submitted incomplete without the required attachments and/or such rejections or waivers are in its best interest.
- c. The City also reserves the right to consider as not responsible any bidder who does not habitually perform with their own forces at least fifty percent (50%) of the dollar value of the work involved in the contract.
- d. The City also reserves the right to award the bid, in part, on the bidder's ability to provide timely technical assistance, part(s) replacement and service for repairs.
- e. The City reserves the right to extend the contract for one (1) year from expiration under the same terms and conditions as long as the extension is agreeable to both the City and the Bidder.