

# INVITATION TO BID

ITB No. 4381

## WATER TREATMENT PLANT CHEMICAL BID CARBON DIOXIDE (CO<sub>2</sub>)



Due Date: Thursday, April 30, 2015 at 2:00 p.m.

Issued By:

City of Ann Arbor  
Procurement Unit  
301 E. Huron Street  
Ann Arbor, MI 48104

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ADVERTISEMENT  
FOR THE  
WATER TREATMENT CHEMICAL BID  
CARBON DIOXIDE (CO<sub>2</sub>)  
ITB NO. 4381

Sealed Bids will be received by the City of Ann Arbor Procurement Unit, 301 East Huron Street, Fifth Floor, Larcom City Hall, on or before Thursday, April 30, 2015 by 2:00 PM for the chemical Carbon Dioxide (CO<sub>2</sub>) for use by the City's Water Treatment System. Bids will be publically opened and read aloud at this time.

Carbon Dioxide must be supplied to the City Water Treatment Plan, fob destination, freight prepaid. The selected bidder will be responsible for transferring the product from the transport vehicle to the City storage vessel.

Bid documents, plans, specifications, and addenda shall be downloaded by Bidders at either of the following websites: Michigan Inter-governmental Trade Network (MITN) [www.mitn.info](http://www.mitn.info) or City of Ann Arbor Purchasing website: [www.A2gov.org](http://www.A2gov.org). It is the Bidder's responsibility to verify they have obtained all information before submitting a bid.

Each bidder shall provide the City of Ann Arbor with a complete copy of the U. S. Department of Occupational Safety & Health Administration, Material Safety Data Sheets, (form OSHA-20) for each product bid.

A Bid, once submitted, becomes the property of the City. In the sole discretion of the City, the City reserves the right to allow a bidder to reclaim submitted documents provided the documents are requested and retrieved no later than 48 hours prior to the scheduled bid opening.

Precondition for entering into a Contract with the City of Ann Arbor is compliance with Chapter 112 of Title IX of the Code of the City of Ann Arbor. Further information is outlined in the Contract Documents.

After the time of opening, no Bid may be withdrawn for a period of 60 days. The City reserves the right to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, and to make the award in any manner the City believes to be in its best interest.

Any further information on bid documents may be obtained from the Procurement Office, (734) 794-6500.

CITY OF ANN ARBOR PROCUREMENT UNIT

# INVITATION TO BID

City of Ann Arbor  
Guy C. Larcom Municipal Building  
Ann Arbor, Michigan 48107

Ladies and Gentlemen:

The undersigned, as Bidder, declares that this Bid is made in good faith, without fraud or collusion with any person or persons bidding on the same Contract; that this Bidder has carefully read and examined the bid documents, including, City Nondiscrimination and Wage requirements, Vendor Conflict of Interest Form, Instructions to Bidders, Bid, Bid Forms, Contract, Bond Forms (if any), General Conditions, Standard Specifications, Detailed Specifications, all Addenda, and the Plans (if applicable) and understands them. The Bidder declares that it is fully informed as to the nature of the work and the conditions relating to the work's performance. The Bidder also declares that it has extensive experience in successfully completing projects similar to this one.

The Bidder acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from the City of Ann Arbor, its agents or employees, and that this Bid is based solely upon the Bidder's own independent business judgment.

In accordance with these bid documents, and Addenda numbered \_\_\_\_\_, the undersigned, as Bidder, proposes to perform all work included herein for the amounts set forth in the Bid Forms.

The Bidder declares that it has become familiar with the City Conflict of Interest Disclosure Form and certifies that the statement contained therein is true and correct.

If the Bidder enters into the Contract in accordance with this Bid, or if this Bid is rejected, then the accompanying check or Bid Bond shall be returned to the Bidder.

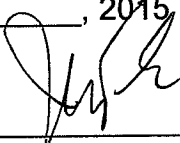
In submitting this Bid, it is understood that the right is reserved by the City to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, and to make the award in any manner the City believes to be in its best interest.

SIGNED THIS 24th DAY OF April, 2015

Continental Carbonic Products, Inc.  
Bidder's Name

3985 E. Harrison Ave., Decatur, IL 62526  
Official Address

217-428-2068  
Telephone Number

  
Authorized Signature of Bidder

John W. Funk, President  
(Print Name of Signer Above)

info@continentalcarbonic.com  
Email Address for Award Notice

**Section 1**  
**INSTRUCTIONS TO BIDDERS**

**General**

The City is soliciting bids for Carbon Dioxide (CO<sub>2</sub>). Chemical specifications are included in Section 2

Any Bid which does not conform fully to these instructions may be rejected.

**Site Inspection**

Prior to Tuesday, April 28, 2015, a bidder may inspect the City's site and equipment. Inspections are by appointment only during business hours (8:00 a.m. to 3:00 p.m). Appointments can be scheduled by email to Larry Sanford, Assistant Manager, Water Treatment Unit at LSanford@a2gov.org. No appointments will be scheduled after April 28, 2015

**Preparation of Bids**

Bids should be prepared providing a straight-forward, concise description of the Bidder's ability to meet the requirements of the ITB. Bids shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed and dated in ink by the person signing the Bid.

Bids must be submitted on the "Bid Forms" provided with each blank properly filled in. If forms are not fully completed it may disqualify the bid.

Each person signing the Bid certifies that he/she is the person in the Bidder's firm/organization responsible for the decision as to the fees being offered in the Bid and has not and will not participated in any action contrary to the terms of this provision.

**Questions or Clarification on ITB Specifications**

All questions regarding this ITB shall be submitted via email. Emailed questions and inquires will be accepted from any and all prospective Bidders in accordance with the terms and conditions of the ITB.

All questions shall be submitted by April 24, 2015 and should be addressed as follows:  
Specification/Scope of Work questions emailed to Larry Sanford, Asst. Mgr, Water Treatment Services Unit at LSanford@a2gov.org.

Bid Process and HR Compliance questions emailed to Mark Berryman, Purchasing Manager at mberryman@a2gov.org.

## **Addenda**

If it becomes necessary to revise any part of the ITB, notice of the Addendum will be posted to Michigan Inter-governmental Trade Network (MITN) [www.mitn.info](http://www.mitn.info) and/or City of Ann Arbor web site [www.A2gov.org](http://www.A2gov.org) for all parties to download.

Each Bidder must in its Bid, to avoid any miscommunications, acknowledge all addenda which it has received, but the failure of a Bidder to receive, or acknowledge receipt of; any addenda shall not relieve the Bidder of the responsibility for complying with the terms thereof.

The City will not be bound by oral responses to inquiries or written responses other than written addenda.

## **Bid Submission**

All Bids are due and must be delivered to the City of Ann Arbor Procurement Unit on or before Thursday, April 30, 2015 by 2:00 PM. Bids submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each Bidder must submit one (1) original Bid and one (1) additional Bid copies in a sealed envelope clearly marked: **ITB No. 4381 – Water Treatment Chemical – Carbon Dioxide.**

### **Bids must be addressed and delivered to:**

City of Ann Arbor  
Procurement Unit,  
c/o Customer Service, 1<sup>st</sup> Floor  
301 East Huron Street  
P.O. Box 8647  
Ann Arbor, MI 48107

All Bids received on or before the Due Date will be publicly opened and recorded immediately. No immediate decisions are rendered.

Hand delivered Bids will be date/time stamped/signed by the Procurement Unit at the address above in order to be considered. Normal business hours are 9:00 a.m. to 3:00 p.m. Monday through Friday, excluding Holidays. The City will not be liable to any Bidder for any unforeseen circumstances, delivery or postal delays. Postmarking to the Due Date will not substitute for receipt of the Bid. Each Bidder is responsible for submission of their Bid.

Additional time for submission of bids past the stated due date and time will not be granted to a single Bidder; however, additional time may be granted to all Bidders when the City determines in its sole discretion that circumstances warrant it.

## **Award**

The City intends to award a Contract(s) to the lowest responsible Bidder(s). For unit price bids, the contract will be awarded based upon the unit prices and the lump sum prices stated by the bidder. If the City determines that the unit price for any item is materially different for the work item bid than either other bidders or the general market, the City, in its sole discretion, in addition to any other right it may have, may reject the bid as not responsible or non-conforming.

The City intends to issue a purchase order to the selected Bidder. The City Purchase Order terms and conditions have been included. The contract term is to start approximately July 1, 2015 and continue through June 30, 2016 (twelve-month period). The City reserves the right to renew the contract with the selected Bidder for up to three (3) one-year periods provided that by sixty (60) days prior to the end of the original contract term or renewal term (as applicable) written notice of the City's exercise of its extension rights is provided to the Vendor. Extension to be under the same terms and conditions.

## **Official Documents**

The City of Ann Arbor officially distributes bid documents from the Procurement Unit or through the Michigan Intergovernmental Trade Network (MITN). Copies of the bid documents obtained from any other source are not Official copies. Addenda and other bid information will only be posted to these official distribution sites. If you obtained City of Ann Arbor Bid documents from other sources, it is recommended that you register on [www.MITN.info](http://www.MITN.info) and obtain an official Bid.

## **Withdrawal of Bids**

After the time of opening, no Bid may be withdrawn for the period of 60 days specified in the Advertisement. Bid Pricing must be firm through August 30, 2015

## **Human Rights Information**

All contractors proposing to do business with the City shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the Section 9:158 of the Ann Arbor City Code. Breach of the obligation not to discriminate as outlined in the General Conditions section herein shall be a material breach of the contract. Contractors are required to post a copy of Ann Arbor's Non-Discrimination Ordinance at all work locations where its employees provide services under a contract with the City.

## **Disclosures**

After bids are opened, all information in a submitter's bid is subjected to disclosure under the provisions of Michigan Public Act No. 442 of 1976, as amended (MCL 15.231 et seq.) known as the "Freedom of Information Act." The Freedom of Information Act

also provides for the complete disclosure of contracts and attachments thereto except where specifically exempted.

### **Bid Protest**

All Bid protests must be in writing and filed with the Purchasing Agent within five (5) business days of the award action. The Bidder must clearly state the reasons for the protest. If a Bidder contacts a City Service Area/Unit and indicates a desire to protest an award, the Service Area/Unit shall refer the Bidder to the Purchasing Agent. The Purchasing Agent will provide the Bidder with the appropriate instructions for filing the protest. The protest shall be reviewed by the City Administrator or designee whose decision shall be final.

### **Reservation of Rights**

The City of Ann Arbor reserves the right to accept any bid or alternative bid proposed in whole or in part, to reject any or all bids or alternatives bids in whole or in part and to waive irregularity and/or informalities in any bid and to make the award in any manner deemed in the best interest of the City.



**SECTION 2  
CITY OF ANN ARBOR  
STANDARD SPECIFICATIONS  
FOR  
CARBON DIOXIDE**

*This standard pertains to carbon dioxide (CO<sub>2</sub>) for use in recarbonation and pH adjustment in the treatment of municipal water supplies.*

**PART 1: General Information**

**Part 1.1 Definitions**

The following definitions shall apply in this standard:

***Manufacturer:*** Any party that produces carbon dioxide as covered by this standard.

***Purchaser:*** Any party that enters into a contract, either written or verbal, to purchase carbon dioxide in accordance with the provisions of this standard.

***Vendor:*** Any party that enters into a contract, either written or verbal, to supply carbon dioxide for purchase in accordance with this standard.

**Part 1.2 Affidavit of Compliance**

The purchaser requires an affidavit from the manufacturer or vendor that the carbon dioxide furnished under the purchaser's orders meets or exceeds the specifications of this standard.

**Part 1.3 Rejection**

***Notice of Nonconformance.*** If the carbon dioxide does not meet the requirements of this standard, a notice of nonconformance shall be provided by the purchaser to the vendor within 10 working days of receipt of the shipment at its point of destination. The results of the purchaser's test shall prevail unless the vendor notifies the purchaser within five working days of receipt of the notice of nonconformance that a retest is desired. On receipt of the request for a retest, the purchaser shall forward to the vendor one of the sealed samples taken in accordance to section 4 of this standard. In the event that the retest results do not agree with the test results of the purchaser, the other sealed sample shall be forwarded to a referee laboratory agreed upon by both parties for analysis. The results of the referee laboratory's analysis shall be considered final. If the shipment is found to be in compliance with this standard, then the cost of the referee laboratory shall be assumed by the purchaser. If the shipment is found not to meet the specifications of this standard, the cost of the referee laboratory shall be assumed by the vendor.

If the material delivered is found to not meet the requirements of this standard, the responsibility of removal from the point of destination shall fall wholly on the vendor. An exception to this point may be made if a price adjustment is made between the vendor and the purchaser.

## **PART 2: Specifications**

### **Part 2.1 Description**

Carbon dioxide gas is a colorless, odorless and tasteless gas that forms a very weak acid, carbonic acid, upon addition to water.

### **Part 2.2 Physical Requirements**

Carbon dioxide is colorless gas weighing 1.977 g/L at 0° C and at a pressure of 760 mm of Hg, which creates the characteristic olfactory sensation.

### **Part 2.3 Chemical Requirements**

Commercial carbon dioxide suitable for use in the treatment of potable water supplies shall have a carbon dioxide content of at least 99.5 percent by weight. Carbon dioxide of 99.5 percent purity by weight shall correspond to Quality Verification Level (QVL) F.

### **Part 2.3 Impurities**

The carbon dioxide in accordance with this standard shall contain no soluble inorganic or organic substances in quantities capable of producing deleterious or injurious effects on the health of those consuming water or that would otherwise render the water that has been treated properly with carbon dioxide unfit for public use. The carbon dioxide shall not impart to the water at its rate of feed any contaminants that would cause the established drinking water standards to be exceeded when combined with the concentration of contaminants already present in the water to be treated.

The water content of the liquid carbon dioxide shall not exceed 200 ppm (v/v), (-36° F dew point) at the time of delivery.

The non-volatile residues of the carbon dioxide shall not exceed 10 ppm.

All other contaminants should not exceed those as stipulated in Table 1 of AWWA B510-00.

Carbon dioxide is a direct additive used in the treatment of potable water. This material 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.

## **PART 3: Delivery**

### **Part 3.1 Marking**

All shipment containers, cylinders or bulk, shall have markings, tags, labels, or serial numbers as required by the United States Department of Transportation (USDOT).

### **Part 3.2 Shipping**

Bulk shipments shall be accompanied by weight certificates from certified weighers. In lieu of weight certificates, certified liquid meter tickets are acceptable.

## **PART 4: Verification**

### **Part 4.1 Sampling**

Samples shall be taken at the point of destination, in accordance to AWWA510-00, or by another sampling protocol as mutually agreed upon by both the vendor and the purchaser

### **Part 4.2 Testing Procedures**

All testing shall be done in accordance to the most current and applicable AWWA standard for carbon dioxide. It may be unnecessary to test for certain impurities, depending on the method of manufacturing used by the manufacturer. The following is a partial list of chemical and physical characteristics that may be tested for:

- 1. Purity**
- 2. Water content**
- 3. Total hydrocarbon content**
- 4. Oxygen content**
- 5. Carbon monoxide content**
- 6. Hydrogen Sulfide content**
- 7. Nitrogen oxides content**
- 8. Ammonia content**
- 9. Sulfur dioxide content**
- 10. Carbonyl sulfide content**
- 11. Non-volatile residues content**
- 12. Odor (indirect testing procedure)**

### SECTION 3: INSURANCE

Effective the date of this Agreement, and continuing without interruption during the term of this Agreement, Contractor shall provide certificates of insurance to the City on behalf of itself, and when requested any subcontractor(s).

A. The certificates of insurance shall meet the following minimum requirements.

1. Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimum amounts:

Bodily Injury by Accident - \$500,000 each accident  
Bodily Injury by Disease - \$500,000 each employee  
Bodily Injury by Disease - \$500,000 each policy limit

2. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 07 98 or current equivalent. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements including, but not limited to: Products and Completed Operations, Explosion, or Pollution. Limited Pollution endorsement is allowed if Broadened Pollution Liability Coverage is included in the Motor Vehicle Liability Insurance. Further, the following minimum limits of liability are required:

\$1,000,000	Each occurrence as respect Bodily Injury Liability
or	
	Property Damage Liability, or both combined
\$2,000,000	Per Job General Aggregate
\$1,000,000	Personal and Advertising Injury

3. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, equivalent to, as a minimum, Insurance Services Office form CA 00 01 07 97 or current equivalent. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. Further, the limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined. Pollution Liability – Broadened Coverage Required
4. Umbrella/Excess Liability Insurance shall be provided to apply in excess of the Commercial General Liability,

Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$1,000,000.

- B. Insurance required under A.2 and A.3 above of this contract shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Further, the Contractor agrees to waive any right of recovery by its insurer against the City.
  
- C. Documentation must provide and demonstrate an unconditional 30 day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number; name of insurance company; name and address of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions which shall be approved by the City, in its sole discretion; (c) that the policy conforms to the requirements specified. An original certificate of insurance may be provided as an initial indication of the required insurance, provided that no later than 21 calendar days after commencement of any work the Contractor supplies a copy of the endorsements required on the policies. Upon request, the Contractor shall provide within 30 days a copy of the policy(ies) to the City. If any of the above coverages expire by their terms during the term of this contract, the Contractor shall deliver proof of renewal and/or new policies to the Administering Service Area/Unit at least ten days prior to the expiration date.

**SECTION 4: BID FORM**

*All Bidders shall submit pricing in the format requested*

CARBON DIOXIDE BULK	\$ 100.00*	TON
FREIGHT	\$ 15.00*	TON
TOTAL DELIVERED COST	\$ 115.00*	TON

INVOICE TERMS: Discount of 0 % or \$0.00 will be allowed for payment of invoice thirty (30) days from day of delivery and acceptance.

OTHER TERMS: Less than 30 days, E.O.M., Proximo, etc., will not be considered in determining award of contract.

Liquid Oxygen shall be supplied to the City of Ann Arbor Water Treatment Plant, f.o.b. destination, freight prepaid. Contractor shall be responsible for transferring the product from transport vehicle to the City of Ann Arbor storage vessel. Bidder shall specify minimum shipping amount if any:

TWENTY (20) TON MINIMUM DELIVERY

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QUANTITY: The annual quantity is approximately **560 Tons**. This quantity is for estimating purposes only, not a guarantee of actual usage. Product will be ordered on an "as needed" basis. All prices are to remain firm.

MONITORING: The successful Provider may provide a telemetry device(s) for tank monitoring that provides data to the Provider on tank level, so that ordering product is unnecessary and resupply is managed by the supplier according to the needs of the Water Treatment Plant. This device (these devices) will be at no cost to the City of Ann Arbor.

\*Subject to a twenty (20) ton minimum and standard CCPI uncontrollable disruption language\*\*. Pricing offered herein is based on a cash discount resulting from Customer paying its CCPI invoices by cash, check or ACH fund transfer (collectively, "Cash Equivalents"). Failure to pay by Cash Equivalent shall result in the application of CCPI's undiscounted prices for the goods and services in question. If Customer chooses to process its purchase orders by means of a third party process that charges CCPI a processing or transaction fee or pay a CCPI invoice by means of a Cash Equivalent through a third party online invoice payment system or any other third party process that charges CCPI a processing or transaction fee (e.g. Ariba), Customer shall be required to reimburse CCPI for such fees. Pricing assumes invoices will be sent electronically.

\*\*Neither party hereto will be liable in damages or otherwise to the other for default or delay in the performance of any of its obligations hereunder due to an uncontrollable interruption which shall include Acts of God, accident, fire, flood, storm, riot, war, sabotage, explosion, strike, lockout, labor disturbance, national defense requirement, governmental action, law, ordinance, rule or regulation, whether valid or invalid, inability to obtain or curtailment of electricity or other type of energy, raw material, labor, equipment or transportation, failures of normal sources of supply, or any similar or different contingency beyond its reasonable control which would make performance commercially impracticable whether or not contingency is the same type as those enumerated above. If, as a result of an uncontrollable interruption, CCPI incurs increased cost to produce or deliver the Product, CCPI shall have the right to pass along this cost increase to PURCHASER. PURCHASER shall have the right to decline to purchase Product as long as such price increase is in effect. If PURCHASER purchases Product from CCPI after having received notice of such price increase(s), PURCHASER shall pay its current price for Product plus such increase(s).

## SECTION 5: PRICING

Supplier may revise the price semi-annually using the formula below, using the Producers Price Index (PPI) published by the U.S. Bureau of Labor Statistics ("BLS"). The choice of specific BLS Producers Price index or indices and the weighting given to a choice of multiple indices will be mutually agreed upon by the City and the Provider. Seasonally unadjusted indices will be used. The adjusted price will be in effect for six months only, at which time it will be adjusted again or revert to the bid price (base selling price).

- The Supplier should include in their bid an appropriate index or indices and the weighting to be applied to each. The Supplier should include the Series ID number with their bid and include their proposed revision formula.
- The Supplier will adjust the price semiannually, on January 20 and July 20 (if the renewal extensions are exercised or the contract is multiyear). The bid price (base selling price) must be in effect for at least 6 months before the first price adjustment.
- The Base Selling Price will be the amount bid by the Supplier.
- The Base Period Factor, denoted with a subscripted zero (in the example:  $E_0$  and  $D_0$ ), shall consist of an average of the most recent finalized indices for a period of one year, immediately preceding the date of the approved City Council resolution for the product being purchased, for that particular representative index. For monthly published indices this will be the arithmetic average of the twelve most recently published finalized indices. For quarterly published indices this will be the arithmetic average of the four most recently published finalized indices.
- The Adjustment Factor, denoted with no subscript (in the example: E and D), shall be based upon an average of the six most recently published monthly indices, (or three most recently published quarterly indices) at the time of the revision, for that particular index. For timeliness, if any monthly or quarterly index is still preliminary (designated with a P in the published numbers) at the time of the revision, it will be used in its preliminary state.
- Should the index referenced cease to be published or is published in an alternate form (different Series Number, Base Date, or Period), a mutually agreed upon and similar index will be used for future adjustments.
- When Base Dates are revised by the BLS, rebasing shall be done as needed based upon the old and new reference base period.
- The US Bureau of Labor Statistics Producers Price indices can be found at [www.bls.gov/ppi](http://www.bls.gov/ppi)
- The Revision Formula is:  $P = P_0[r/100(X/X_0) + s/100(Y/Y_0) + t/100(Z/Z_0) + \dots]$   
Where
- $P_0$  = Base Selling Price or original bid price as per the Bid Documents.
- P = Revised product price for the new future six month period.
- $X_0$  = Base Period Factor for a selected index.
- X = Adjustment Factor for the same index.

$r + s + t + \dots = 100$  = weighted proportion of selected index in revision formula

Following is an example of a revision formula. The parameters are defined below.

$$P = P_0 \times [0.70 (E/E_0) + 0.30 (D/D_0)]$$

Product Price

$P_0$  = Base Selling Price or original bid price as per the Bid Documents

$P$  = Revised product price for the new future six month period.

Electric Power

$E_0$  = Base Period Factor for Electric Power Distribution – East North Central

$E$  = Adjustment Factor for Electric Power Distribution – East North Central PPI Monthly Index - Series ID: PCU221122221122433, Not Seasonally Adjusted, Base Date: 9012

Diesel

$D_0$  = Base Period Factor for #2 Diesel Fuel

$D$  = Adjustment Factor for #2 Diesel Fuel PPI Monthly Index - Series ID: WPU057303, Not Seasonally Adjusted, Base Date: 8200



## LEGAL STATUS OF BIDDER

(The Bidder shall fill out the applicable section and strike out the other two.)

Bidder declares that it is:

- A corporation organized and doing business under the laws of the State of Illinois, Macon County for whom John W. Funk, bearing the office title of President, whose signature is affixed to this Bid, is authorized to execute contracts.

**NOTE: If not incorporated in Michigan, please attach the corporation's Certificate of Authority**

~~A limited liability company doing business under the laws of the State of \_\_\_\_\_, whom \_\_\_\_\_ bearing the title of \_\_\_\_\_ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.~~

~~A partnership, organized under the laws of the state of \_\_\_\_\_ and filed in the county of \_\_\_\_\_, whose members are (list all members and the street and mailing address of each) (attach separate sheet if necessary):~~

\_\_\_\_\_  
\_\_\_\_\_

~~An individual, whose signature with address, is affixed to this Bid: \_\_\_\_\_ (initial here)~~

Authorized Official

 \_\_\_\_\_ Date April 24, 2015

(Print) Name John W. Funk Title President

Company: Continental Carbonic Products, Inc.

Address: 3985 East Harrison Avenue

Contact Phone (217) 428-2068 Fax (217) 424-2325

Email: info@continentalcarbonic.com

Doc Number:	MFG.LIQ.SOP.0020
Title:	Liquid Plant - Carbon Dioxide Testing Procedures
Location:	CCPI Plants

## 1.0 Purpose

1.1 This procedure is the standard to document LCO2 finished and raw gas quality results.

## 2.0 Applicability

2.1 All production employees and management are responsible for knowing this procedure and following it.

## 3.0 Responsibility

3.1 The facility managers are the people responsible for up keep and answering questions on the procedure. They are responsible for ensuring the procedure is updated and personnel are trained in accordance with the newest revisions.

## 4.0 Definitions

4.1 N/A

## 5.0 Materials / Supplies Needed

- 5.1 Sodium Hydroxide
- 5.2 Analyzers – Acetaldehyde, Benzene, Total Hydrocarbons, Total Sulfur, Oxygen (Beverage grade)
- 5.3 Zahm & Nagel, Burette CO<sub>2</sub> purity test flask (Models 25772 and 25756)
- 5.4 Gastec sampling pump
- 5.5 Pittsburgh Cup
- 5.6 Tubes as specified in section 8.0

## 6.0 Safety Assurance Components

- 6.1 Operating the equipment, to be safe and efficient, requires skill: the exercise of extreme care and good judgment, alertness and concentration.
- 6.2 No person should be permitted to operate the equipment if:
  - 6.2.1 They cannot speak the appropriate language or read and understand the printed instructions.
  - 6.2.2 Their hearing or eyesight is impaired (unless suitably corrected with good depth perception).
  - 6.2.3 Unless the employee has carefully read and studied this procedure.
  - 6.2.4 Unless the employee has been properly instructed.
  - 6.2.5 Unless the employee has been properly trained.
- 6.3 Responsibility: Each employee should be held directly responsible for the safe operation of the equipment. Whenever there is any doubt as to SAFETY, the employee should stop and refuse to continue until safety has been assured.
- 6.4 Inspection: Check the integrity of the equipment that will be used.
- 6.5 Proper Personal Protective Equipment:
  - 6.5.1 The employee shall wear safety glasses to protect their eyes. Safety glasses are to be approved by the facility.
  - 6.5.2 The employee shall wear at the minimum a bump cap to protect their head. Head protection is to be approved by the facility.
  - 6.5.3 The employee shall wear appropriate gloves to protect their hands. Gloves are to be approved by the facility.

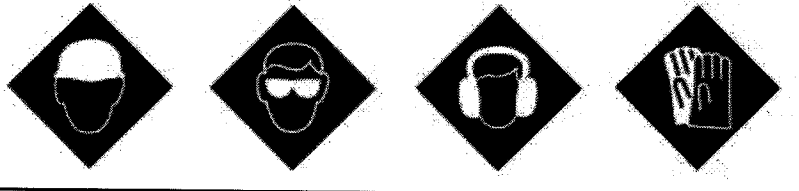
- 6.5.4 The employee shall wear safety footwear i.e. steel toe boots to protect their feet. Footwear is to be approved by the facility.
- 6.5.5 Employee shall wear hearing protection, if required by the facility. However, when using power equipment, hearing protection should be used.

**7.0 Quality Assurance Components**

7.1 Analyzer shall be calibrated at least monthly.

**8.0 Procedure**

PPE Suggested – follow local procedures



**Finished Gas Procedure**

- I. Acetaldehyde, Benzene, Total Hydrocarbons, Total Sulfur Test  
Apparatus: A/A-Benzene analyzer, Hydrocarbon 4200 series analyzer, Total Sulfur analyzer model 6200E

Procedure:

Record readings as displayed on the analyzers and record on the log sheet every eight hours.

- Acetaldehyde – Maximum allowable, 0.20 ppm
- Benzene – Maximum allowable, 20 ppb
- Hydrocarbons – Maximum allowable, 20 ppm
- Total Sulfur – Maximum allowable, 100 ppb

