March 5, 2018

Bid Department,

The Macon Water Authority has requested that sealed bids be received in the Purchasing Department for “Industrial Chemicals Process Contracts” in accordance with the attached specifications.

It is emphasized that sealed bids must be received by the Purchasing Department of the Macon Water Authority no later than 10:00 a.m., Thursday, April 12, 2018. Bids will be publicly opened and read in the Authority’s Board Room, 790 Second Street, Macon, GA. at 10:00 a.m., Thursday, April 12, 2018. Your attendance is encouraged but not required.

It will not be sufficient to mail your sealed bid and depend upon the postal services for on time delivery. Bids received after 10:00 a.m., Thursday, April 12, 2018, will not be accepted. Your bid must be sealed and marked “Sealed Bid - Industrial Process Chemicals Contracts”.

Please review the attached bid documents. All appurtenances must be fully executed for proper consideration, acceptance, and award by the Macon Water Authority. Those not responding to this sealed bid request may be removed from the List of Bidders for a period of 60 days.

Should any questions arise regarding this proposal, please feel free to contact me at (478) 464-5629.

Sincerely,

Mary Brezial
Buyer
TO:  

"REMARKS"  

BID TITLE:  
"INDUSTRIAL PROCESS CHEMICAL CONTRACTS"  

BID DUE: APRIL 12, 2018 @ 10:30 A.M.  

THIS IS A FORMAL SEALED BID  

YOU MUST SUBMIT TWO (2) COPIES OF EACH BID  

FOR TECHNICAL QUESTIONS CALL:  
GARY MCCOY  
478-478-464-5653  

SEND SEALED BIDS MARKED - "SEALED BID - "INDUSTRIAL PROCESS CHEMICAL CONTRACTS"  

MACON WATER AUTHORITY  
MARY BREZIAL  
PURCHASING DEPARTMENT  
790 SECOND STREET  
P.O. BOX 108  
MACON, GEORGIA 31202-0108  

REQUEST FOR QUOTATION  
THIS IS NOT AN ORDER  

PLEASE QUOTE THE FOLLOWING ITEMS. WE WILL CONSIDER SUBSTITUTE OFFERS.  

<table>
<thead>
<tr>
<th>QTY.</th>
<th>UOM</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>LESS DISC</th>
<th>NET</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>YR</td>
<td>&quot;INDUSTRIAL PROCESS CHEMICAL CONTRACTS&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SEE ATTACHED SPECIFICATIONS  

TECHNICAL QUESTIONS CALL:  
GARY MCCOY  
478-464-5653  

MAIL SEALED BID LABELED: "SEALED BID - "INDUSTRIAL PROCESS CHEMICAL CONTRACTS"  

MARY BREZIAL  
MACON WATER AUTHORITY  
P.O. BOX 108  
790 SECOND STREET  
MACON, GA 31202-0108  

WE QUOTE YOU AS ABOVE F.O.B. MACON. SHIPMENT CAN BE MADE IN ___________ DAYS FROM RECEIPT OF ORDER. PAYMENT TERMS ___________. DATE  

COMPANY QUOTING ___________________________ OFFICIAL SIGN_____________  

PLEASE PRINT NAME OF SIGNEE ____________________________  

RETURN THIS QUOTATION TO THE ABOVE ADDRESS — ATTENTION PURCHASING
### MACON WATER AUTHORITY
**PLANT OPERATIONS DIVISION**
**CHEMICAL BID REQUIREMENTS**

**FY 2017-2018**

<table>
<thead>
<tr>
<th>Item#</th>
<th>Description</th>
<th>Deviates From Specs</th>
<th>Amount Bid F.O.B Macon</th>
<th>Additional Charges</th>
<th>Yes/No</th>
<th>$/lb or Gal</th>
<th>$/lb or Gal</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Carbon (Activated, Powdered)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>Chlorine (Liquid, 150 Pound Cylinder)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td>Chlorine (Liquid Ton Container)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4)</td>
<td>Hypochlorite Solution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5)</td>
<td>Hydrofluosilic Acid (Fluoride)*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6)</td>
<td>Sodium Chlorite, Liquid *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7)</td>
<td>Lime, Hydrated Bulk</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(8)</td>
<td>Sodium Bisulfate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(9)</td>
<td>Aluminum Sulfate (Alum) *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(10)</td>
<td>Poly-Ortho Phosphate *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Bid Cost Per Gallons Not Cost Per Pound

**VENDOR NAME**

**ADDRESS**

**CITY** ___________________________ **STATE** ________________ **ZIP** __________

**TELEPHONE** ___________________________

**PRINT NAME OF SIGNEE**

**AUTHORIZED SIGNATURE FOR COMPANY BIDDING** ___________________________ **DATE**

**AMOUNTS BID MUST NOT EXCEED FOUR (4) DECIMAL POINTS.**

**EXAMPLE:** 0458, NOT .04575.

**SPECIFICATIONS ATTACHED**
All chemicals to be provided must minimally meet published AWWA and NSF standards. Analysis to be provided on each shipment by suppliers. MWA may require additional analysis at time of delivery. All bids must contain MSDS for products proposed.

AAU = Approximate Annual Usage

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CARBON ACTIVATED POWDERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>50 lb bags - water grade</td>
</tr>
<tr>
<td></td>
<td>AAU 5 tons Amerson WTP</td>
</tr>
</tbody>
</table>

**NOTE:** ALL PRODUCTS FOR USE AT THE WATER TREATMENT PLANT MUST BE ANSI / NSF STANDARD 60 CERTIFIED AS A DRINKING WATER TREATMENT CHEMICAL.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CHLORINE, LIQUID, 150 POUND CYLINDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Boiling Point, 760 MM HG</td>
</tr>
<tr>
<td></td>
<td>Freezing Point</td>
</tr>
<tr>
<td></td>
<td>Specific Gravity (H2O = 1)</td>
</tr>
<tr>
<td></td>
<td>Vapor Density (air = 1)</td>
</tr>
<tr>
<td></td>
<td>Volatiles by Vol</td>
</tr>
<tr>
<td></td>
<td>Liquid: Amber color</td>
</tr>
<tr>
<td></td>
<td>Gas: Greenish-Yellow color</td>
</tr>
<tr>
<td></td>
<td>Odor: Pungent; irritating</td>
</tr>
<tr>
<td></td>
<td>0.7% Solution has pH 5.5</td>
</tr>
<tr>
<td></td>
<td>AAU 30 each Forsyth Road</td>
</tr>
<tr>
<td></td>
<td>AAU 30 each Ruben Tanks</td>
</tr>
<tr>
<td></td>
<td>AAU 10 each Sofkee Tank</td>
</tr>
</tbody>
</table>
3. **CHLORINE LIQUID, TON CONTAINERS** (same as standard cylinders)

AAU 260 each  
Amerson WTP

AAU 85 each  
Rocky Creek WPCP

AAU 35 each  
Poplar Street WWTP

**NOTE:** ALL PRODUCTS FOR USE AT THE WATER TREATMENT PLANT MUST BE ANSI / NSF STANDARD 60 CERTIFIED AS A DRINKING WATER TREATMENT CHEMICAL.

4. **HYPOCHLORITE SOLUTION**

10% NaOCl by weight  
Weight per Gallon 10 Lbs

Specific Gravity 1.142  
PH 11 to 12  
Freezing point -10%

100 gpl available chlorine

AAU 150,000 lbs/year  
Rocky Creek WPCP

Give bid price for a partial load, not full load.

5. **HYDROFLUOSILIC ACID - FLUORIDE**

Hydrofluosilicic Acid  
23% min.

Specific gravity of chemical  
1.22 min.

Ambient temperature degrees F  
-20 degrees F to +120 degrees F

Quantity ordered, gallons  
4,000 gallons

Weight per gallon  
10.2 lbs/gal

AAU 246 tons  
Town Creek WTP

**NOTE:** ALL PRODUCTS FOR USE AT THE WATER TREATMENT PLANT MUST BE ANSI / NSF STANDARD 60 CERTIFIED AS A DRINKING WATER TREATMENT CHEMICAL.

6. **SODIUM CHLORITE, LIQUID**

25% Minimum active sodium Chlorite

**NOTE:** ALL PRODUCTS FOR USE AT THE WATER TREATMENT PLANT MUST BE ANSI / NSF STANDARD 60 CERTIFIED AS A DRINKING WATER TREATMENT CHEMICAL.

Liquid must not precipitate out during normal handling and storage.

4,000 to 5,000 gallons per order

AAU 200 Tons  
Amerson WTP
7. **LIME, HYDRATED BULK**
   Ca(OH)\(_2\) - 94.0 - 97.0% range
   95.6% average
   MgO <2.00
   SiO\(_2\) <0.55
   R2O\(_3\) <1.00%
   Bulk density - 25-35 lbs/cu. Ft
   ANSI/NSF 60 certified for drinking water

   AAU 300 Tons Amerson WTP

   **NOTE: ALL PRODUCTS FOR USE AT THE WATER TREATMENT PLANT MUST BE ANSI/NSF STANDARD 60 CERTIFIED AS A DRINKING WATER TREATMENT CHEMICAL.**

8. **SODIUM BISULFITE**
   Minimum 38%

   AAU 45,000 gallons Rocky Creek WPCP
   AAU 25,000 gallons Lower Poplar WPCP

9. **LIQUID ALUMINUM SULFATE**
   Specification Attached

10. **POLY-ORTHOPHOSPHATE**
    Specification Attached
Specifications for Corrosion Scale and Deposit Control for Drinking Water Distribution Systems (Poly-Orthophosphate)

The Specifications are for a liquid blended poly-orthophosphate for the Macon Water Authority Water Distribution System.

Specifications

The Town Creek Water Resources Center located just outside Macon, Georgia is a 60 MGD surface water treatment plant. Town Creek is designed to feed a liquid blended poly-orthophosphate. The chemical feed system uses (2) Milton Roy pumps, model #MDH202 Milroyal D (53gph @ 70psig) this is a programmable pump that operates direct off a signal (flow proportion) the storage tanks (2) have a capacity of 5,000 gallons each, 10,000 gallons total.

1. The product shall be a blended poly-orthophosphate. The best ration required for optimum corrosion control and metal sequestering shall be determined by manufacturer.
2. Blended poly-orthophosphate shall sequester Iron, manganese and calcium over a temperature range of five (5) degrees to one hundred (100) degrees Celsius and have a minimum shelf life of one (1) year.
3. The manufacturer shall certify that the orthophosphate content of the blended poly-orthophosphate shall contain only sodium compounds and shall not contain any free phosphoric acids or in-situ neutralized phosphoric acids.
4. The manufacturer shall certify that a product use dilutions of 1:1 to 1:5, the blended poly-orthophosphate shall not show any separation or sedimentation.
5. The manufacturer shall include test data that certifies the chlorides and sulfates in the product are each less than 10 ppm. The blended poly-ortho shall not contain any antimony, barium, cadmium, chloride, chromium, copper, lead, mercury, selenium, sulfate, thallium, and zinc in excess of 10 ppm, supporting documents must accompany bid.
6. The manufacturer confirms and guarantees that the product shall perform without the need of added pH adjustment products over a total pH range of 5.7 to 11.0.
7. The product shall provide treatment with a maximum orthophosphate (as PO4) residual of 0.5 mg/L in the distribution system.
8. The manufacturer shall specify the chemical feed rate (mg/L) that the product will be introduced into the water distribution system and the resultant orthophosphate concentrations in the distribution system.
9. At manufacturers suggested chemical feed rate and on the basis of corrosion loop testing, a corrosion rate of not more than 10 mils per year for the water distribution system is required. A minimum of two sites will be used and identified by us for corrosion loop testing. The manufacturer and the Authority shall monitor the rate of corrosion at intervals not more than three months apart.
Specifications for Liquid Aluminum Sulfate
Standard Drinking Water Grade

The Specifications are for a liquid Aluminum Sulfate of drinking water grade quality for use at the Macon Water Authority’s Town Creek Water Treatment Plant.

Specifications

The Town Creek Water Treatment Plant located just outside Macon, Georgia is a 60 MGD surface water treatment plant. Town Creek is designed to feed a coagulant into two trains using a combination of (4) Milton Royal pumps. Two storage tanks are used that hold 12,000 gallon gallons in each for a total storage capacity of 24,000 gallons.

1. The Alum should be NSF 60 (National Sanitation Foundation) approved for use in the treatment of drinking water.
2. The specifications range of total Al₂O₃% must be between 8.2 and 8.4.
3. The % of Free Al₂O₃ must be 0.01 to 0.20.
4. The proper Baume @ 60 degrees F should range between 35.79 and 37.48.
5. The pH of the product must be in the 1.8 to 2.5 range.
6. The products Iron content should not exceed 2000 ppm.
7. The maximum % H₂O Insolubles by weight is 0.02.
8. Turbidity should be below 15 NTU.
9. The product should be a light green and clear liquid free of floating debris.
10. Product should be filtered, and meet or exceed all drinking water requirements.
11. The manufacturer must furnish a Certificate of analysis with each shipment and a verified weight ticket.
12. The manufacturer must furnish proof with the bid that the product is NSF approved, and a portfolio of the products success for the past five years in a similar application for the Authority’s Assistant Plant Manager to review.
13. The Authority has the right to reject any bid for any reason and will consider awarding a contract based upon all specifications in this bid including issues reverent to the needs of the Authority which includes, but is not exclusive to price, quality, proven results and documentation.
14. Parameters for Town Creek Water Quality.
PROPOSAL FORM

Date: ______________________

For: MACON WATER AUTHORITY
P. O. Box 108
790 Second Street
Macon, GA 31202-0108

Ladies and Gentlemen:

Having carefully examined the Specifications entitled:

Macon Water Authority:
Poly Orthophosphate and Aluminum Sulfate Chemical Contracts
And Addendum (a) No. (s)-If applicable

the undersigned proposes to furnish all services, labor and materials called for by
them for the entire work, in accordance with said documents, for

the sum of: ______________________ Dollars.

which sum is hereinafter called the "Base Bid". ($________________)

Name: ____________________________________

Address: ___________________________________

By: ______________________________________

Title: ____________________ Telephone No: ______________

END OF SECTION
MACON WATER AUTHORITY
PURCHASING POLICY

Scope
This policy outlines the procurement practices for purchasing goods and service for the Macon Water Authority, except as noted below. The policy addresses competition and vendor selection, issuance of purchasing transactions, purchasing methods, authorizations, receipt of goods and services, required documentation, and ethical practices.

Purchases NOT Covered

Purchases not covered by this policy include such goods and services as noted below.
THIS IS NOT AN EXHAUSTIVE LIST
- Investment Management Services
- Consultant Services
- Insurance
- Employee Travel & Entertainment
- Legal Services
- Employee Benefit Programs
- Construction Contracts & Projects
- Engineering Services
- Maintenance Projects which may include:
  - Maintenance Supplies
  - Maintenance Services
  - Maintenance Equipment

Policy Statement
MWA personnel should purchase goods and services using practices that are compliant with all applicable Federal and State of Georgia Law and in the best interest of the MWA. Purchasing practices should be utilized that help leverage MWA contracts and maximize the purchasing power of the MWA.

Diversity and Bidders

Minority and Disadvantaged Business Enterprises

The MWA has had and continues to have in place a procedural protocol that supports a statement that, “The Authority makes every effort to reasonably adhere to providing Minority Owned Business Enterprises, Women Owned Business Enterprises & Disadvantaged Business Enterprises as defined by the Small business Administration, meaningful opportunities to bid and to be awarded service engagements with the Macon Water Authority by helping to ensure that:

- Invitations to bid are currently advertised in print with the Macon Telegraph, on-line at Macon.com and on-line at MaconWater.org. Bids are also advertised with the Georgia Informer, an MBE media organization that utilizes both print and on-line media to reach and inform the African American community as well as the public at large in Middle Georgia.
- In addition, a state-wide database of Public Notices maintained by Georgia’s Legal Organ Newspapers pulls legal bid invitations from around the state and posts legal notices on http://georgiapublicnotice.com
- Invitations to bid are advertised in print over four (4) consecutive Saturdays in the Macon Telegraph and continually on-line at MaconWater.org until the bid closing date is reached.

In addition, the MWA has strived to provide an equal opportunity for MBE’s, WBE’s and DBE’s to submit bids for contract services, materials, supplies and equipment, as invitations to bid are posted. The following recommendation has recently been employed in an effort to offer additional opportunities for bid invitations for these types of organizations.

- MWA Purchasing reviews specific Georgia State directories for business enterprises that fit the above referenced classifications when inviting organizations to bid. This may provide some additional information.
MACON WATER AUTHORITY
PURCHASING POLICY

for registered business enterprises that fit into these classifications and possible follow up with such organizations.

Examples include:
- www.doas.georgia.gov
- www.sbdc.uga.edu

Responsibilities and Authorities (General)

The following roles may be fulfilled by multiple positions

Initiator(s) (often a director, manager, supervisor or planner)
- Requests goods or services to be purchased
- Determines that costs of requested goods and services are in line with department budget and documents where funds are budgeted

Preparer(s)
- Prepares and places orders for goods and services based on direction from initiator

Approver(s)
- Approves purchases of goods and services by the MWA
- Acknowledges that procurement practices used to acquire goods and services are in compliance with MWA procedures
- Provides receipt/tracking documentation for goods and services

Buyer(s)/Purchasing Agent(s)
- Performs analysis of vendors seeking to do business with the MWA
- Obtains bids and quotes
- Supports user/vendor customer service functions
- Approves purchase orders based on MWA approval limits

Accounting Manager/Purchasing Manager
- Oversees various operations within the purchasing/procurement department

Ethical Practices & Standards

MWA employees involved in the purchasing process must follow the requirements set forth in the MWA Employee Personnel Manual section 8: Conflict of Interest and section 9: Gifts, Gratuities and Payments. Any situation that compromises, or appears to compromise, any personnel involved in the procurement process must be reported immediately to the Chief Financial Officer or the Executive Director. Violation of the requirements in these sections may lead to disciplinary action, up to and including termination of employment. In general, ethical practices include, but are not limited to, observing the guidelines in this section. A confidentiality section has been added to this purchasing policy as noted below.
MACON WATER AUTHORITY
PURCHASING POLICY

Conflict of Interest (this section is verbatim from the Employee Personnel Manual Chapter VII, Sect. 8)

The basic guiding principle in conflict of interest regulations is that employees should avoid any activity, investment, or interest that might reflect unfavorably upon the integrity or good name of themselves or of the Authority. Conflict between the private interests of the employee and the legitimate business interests of the Authority generally arises whenever the personal interests or investments of the employee run counter to the duties which employees owe the Authority. This means that employees should not engage in any activity which is detrimental to the employer or deprives it of a legitimate profit; and those employees should not improperly use their position in order to benefit themselves, relatives, friends or other businesses.

In the performance of their job, employees have the duty to act in the best interests of the Authority, rather than those of others. Employees should avoid obligations to, or relations with, any person or business with whom the Authority does business which might affect their judgment in performing their duties. It is inconsistent with this policy for a business decision to be made on any basis other than in the best interests of the Authority. An employee whose duties bring him or her into contact with an organization which employs a relative, for example, should take appropriate precautions to avoid a potential conflict of interest or the suspicion of preferential treatment. The employee should consult with his/her manager and, if necessary, remove himself from acting on behalf of the Authority.

Gifts, Gratuities and Payments (this section is verbatim from the Employee Personnel Manual Chapter VII, Sect. 9)

The Authority policy with regard to giving or receiving of gifts and gratuities by employees provides that: No Authority representative or members of his/her immediate family will give or accept any cash, gifts, special accommodations, favors, or use of property or facilities to or from anyone with whom the representative does business or is negotiating business on behalf of the Authority.

The intent of this policy is that the giving or accepting of anything of value by Authority employees to or from any of its suppliers, customers, or other employees in any form whatsoever is prohibited.

The policy is not intended to eliminate participation in business related functions and activities which occur in conjunction with seminars, exhibits, meetings, and presentations, which incorporate lunches, dinners and entertainment.

The policy also does not preclude gifts of items of nominal value (not in excess of $25.00 per year). Gifts bearing a supplier logo, which are distributed generally and cost no more than $4.00, may be excluded from the $25.00 annual limitation.

Invitations to hunting, fishing, and golfing trips involving overnight stays can create feelings of obligation which are contrary to this policy. Under certain circumstances, however, such activities could be in the best interest of the Authority and contribute to good working relationships with suppliers. Employees should report any invitations to such functions to their manager. If it is mutually agreed that attendance at such a function will serve a useful business purpose, the invitation may be accepted.

Confidentiality has been added to this policy

When discussion arise between vendors and MWA departments, MWA personnel involved in the procurement process may only discuss the specifics of applicable policies and standard procedures as they impact specific orders. Competing vendors must not be told the prices, terms, or conditions quoted by other vendors. All MWA personnel must respect confidentiality in all procurement actives.
Separation of Duties

Departments should separate the duties of purchasing, receiving, and authorizing payment for goods and services by distributing the duties among two or more persons. If and when this separation of duties is difficult to comply with due to staff limitations, a supervisor or manager should be responsible for monitoring and verifying transactions as an alternative means of mitigating risk.

MWA Purchasing Card

Individuals authorized to use an MWA Purchasing Card (P-Card) may pay for travel and entertainment expenses in accordance with their transaction limit and authorization levels. All P-Card transactions must be processed and approved in a timely manner, generally within a 30 day time period of the time the charge was incurred. Refer to the Purchasing Card Policy for more details on the P-Card Policy and Procedures for Usage.

Competition and Vendor Selection

The MWA encourages competition among vendors in providing goods and services to the MWA. Competition assures a mix of quality, service, and price that matches the stated needs of the MWA. Accordingly, those involved in recommending vendor selection have a responsibility to help identify viable vendors.

MWA Purchases

The MWA purchases supplies, materials, equipment, and personal property such as office equipment. Examples of purchases include materials for water and sewer systems, inventory and supplies, office supplies, technical equipment, vehicles, services and general use items.

MWA goods and services are purchased under a system that promotes procedures that help ensure a level, fair, economical and competitive environment. The goods and services that the MWA procures are needed to ensure that customers are provided with a service level that provides an uninterrupted delivery of clean drinking water and sewer conveyance services in the MWA service area. In order to provide an exceptional level of customer service and product quality while meeting or exceeding all state and federal quality and compliance regulations the MWA purchases many goods and services through a competitive bidding process.

The Macon Water Authority reserves the right to make some purchases based on the immediate needs of the business and our customers.

The Authority reserves the right NOT to purchase proprietary products and systems.

Policy for Purchasing by Quotes

Quotes are permissible for items valued up to and including $10,000. Quotes need not follow the formal policy that governs the SEALED BID process. Quotes are considered a good faith response from a vendor of the cost of an item. Quotes must follow the following limit guidelines.

$0.00 - $5,000
Items valued at less than $5,000 are purchased from the lowest of three quotations obtained verbally or in writing and communicated via fax, email, phone or standard mail. If quotes are received verbally either in person or by phone, a permanent record of the conversation and quotes will be kept that follows the record retention section of this policy.
$5,001 - $10,000
Items valued at between $5,001 and $10,000 are purchased from the lowest of three written quotations and must be in writing and received by fax, email, or standard mail. Verbal quotes are not acceptable for items over $5,001.

Policy for Purchasing by BID

$10,001 & Over
Items valued over $10,001 are purchased through a SEALED BID process. Quotes are NOT an acceptable procurement alternative to a formal SEALED BID for items in excess of $10,001. A formal SEALED BID opening time and date will be communicated to vendors. Notification will be in writing and may be communicated via email, www.maconwater.org, in the bid package, standard mail or by advertisement in the local paper.

SEALED BID’s must always be opened in the presence of at least two (2) Macon Water Authority employees and be comprised of employees from the finance department and at least one other operating department other than finance. In addition the Executive Director/President of the Authority &/or the EVP of Business Operations/CFO of the Authority are required to be present when opening sealed bids when only one bid has been submitted for consideration. Vendors that have submitted sealed bids are invited to attend the BID openings. Members of the MWA Finance Committee or Engineering Committee are invited and encouraged to attend sealed bid openings.

Authorization limits for Purchase Orders & Purchases

Executive Director/President - $10,000 and over
EVP Plant and Field Operations - $10,000*
EVP Business Operations - $10,000
Department Directors - $7,500
Department Managers - $2,500

*May be adjusted upward during an absence of the Executive Director

The Macon Water Authority reserves the right to select bids from vendors that sell and/or produce American made and American assembled goods.

"Local Preference Provision for State of Georgia Auto and Truck Dealers" of Fleet Vehicles

Bids for standard fleet vehicles including but not limited to pickup trucks, work trucks and sedans, may be given a preference to State of Georgia auto and truck dealerships and/or vendor bid submissions over out of state submissions (a “local preference” provision). The potential for increased administrative and logistics time and costs of dealing and administering interstate transfers of vehicles, tagging, pre- inspection walk-a-round (if desired), travel time and expense related to out of state dealerships and access to vehicle service centers are reasons to try and award standard vehicle bids to State of Georgia dealerships. The existence of the local preference will be referred to in bid documents and bid requirements so that interested out of state auto and truck dealers will be aware of the preference for Georgia auto and truck dealers.

Sole Source Purchases

Authority reserves the right to purchase products and services from a sole source provider. Sole source providers may be selected based on “sole source product(s) or supplies”, a “sole source service” or a quality or service advantage to the Authority. A sole source purchase is one where it is beneficial for the MWA to purchase a service or product from a single source without going through the competitive bid process. Some purchase situations makes it impractical or impossible to obtain bids from competing organizations. The requisitioner shall furnish
MACON WATER AUTHORITY
PURCHASING POLICY

documentation to justify why the technical characteristics inherent in the item or service make it essential to purchase the particular good or service from a sole source. Sole sourcing may occur in any department and area of the MWA system. Justification for sole sourcing may include BUT IS NOT limited to such reasons as, standardization, compatibility with other system components, time sensitivity, regulatory demand, cost, complexity or familiarity. Written documentation of some form of price or cost analysis is required on sole source purchases. Appropriate documentation may include copies of published price lists, advertised pricing in established magazines, journals, and newspapers, and similar indices. Final responsibility in determining whether an item may be purchased from a sole source rests with the Executive Director, the Assistant Executive Director, and the Chief Financial Officer. The Executive Director may seek approval of the Authority Board for sole source purchases if deemed prudent to do so.

Tabulation of Bids

Bids received are tabulated by a Buyer/Purchasing Agent and forwarded to the Chief Financial Officer (CFO) for review. All bids are evaluated based on the guidelines presented in the bid documents that were supplied by the MWA to the vendor(s) to determine compliance. A final report and summary of all bids received will be compiled by the Finance or Engineering departments for presentation to the Executive Director of the MWA. This compilation will include:

- Compilation of submitted bids
- Compliant and non-compliant bids with an explanation as to why any vendors bid is considered non-compliant
- Budget for BID items
- Explanation if BID item is not an approved budget item
- Staff recommendation for awarding bid

Recommendation of award of bid(s) will be presented to the finance committee at the next scheduled finance committee meeting for bids over $10,001.

How the Formal Bid Process Works: Refer to detailed information in the BID package documents.

Right to Reject or Purchase

The MWA retains the right to make immediate purchases in order to meet immediate demands of the business, our customers or to comply with regulatory agency requirements. The MWA also reserves the right to reject all bids on a product or service if such a rejection would be in the best interest of the MWA.

Record Retainage

The Buyer/Purchasing agent with guidance from the Accounting/Purchasing Manager is responsible for maintaining copies of all bid packages in a safe and secure location for a minimum of seven (7) years from the date that any bid is approved by the Finance Committee. These records may be viewed by the general public given proper notification.

Violation of Policy

The MWA Purchasing Policy is intended to maximize buying power, streamline business practices and reduce potential risks associated with contracting and other procurement activities.

If any MWA employee believes that his/her actions have, or may have, violated an MWA purchasing/procurement policy either in substance or spirit, he/she is advised to disclose the policy violation to their immediate supervisor and department head. The department head is then further advised to consult with the Chief Financial Officer or the Executive Director.
DEVIATIONS

Bidder must itemize all deviations to the specifications here. If this is not sufficient space, DUPLICATE THIS SHEET AS NECESSARY.

COMPANY NAME ________________________________

Unless otherwise stated by the bidder in the space provided above, the proposal will be considered as being in strict accordance with the specifications outlined herein, even through the manufacturer’s literature indicated deviations from the Macon Water Authority’s specification.