



**INVITATION TO BID NO. 2025-87  
CHEMICALS FOR THE SURFACE WATER AND  
WASTEWATER TREATMENT PLANTS**

Sealed bids will be received in the Office of Purchasing and Contracting in the City Center at 324 W. Evans Street, Florence, South Carolina, 29501 until **February 5, 2026 at 2:00 pm** from qualified vendors to deliver Calcium Hydroxide Greer Lime, Calcium Hydroxide Hydrated Lime, Chlorine Gas, Hydrofluosilic Acid, Ferric Sulfate, Sodium Hydroxide, Sodium Hypochlorite (Liquid Bleach), Polymer and Sulfur Dioxide, Chemicals are to be ordered on an “as needed” basis.

Bids must be submitted in a sealed envelope with “Bid No. 2025-87 Chemicals” clearly marked on the outside of the envelope for easy identification by the City of Florence. The City does not accept electronic/mailed bids. Any bids received later than the specified time will not be accepted/considered. The city will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason. Bids submitted by mail, Federal Express, United Parcel Service, etc. must meet these same requirements and should be addressed to:

**City of Florence  
City Center  
324 W. Evans St.  
Florence, SC 29501-3430**

The City of Florence under Title VI of the Civil Rights Act of 1964 and related statutes ensures that no person shall on the grounds of race, color, national origin, sex, disability, and age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

*La ciudad de Florencia en el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos, se asegura de que ninguna persona por motivos de raza, color, origen nacional, sexo, discapacidad, edad, ser excluido de participar en, ser negado los beneficios de, o ser de otra manera sujeto a discriminación bajo cualquier programa o actividad que administra.*

The City of Florence reserves the right to engage in discussions with any or all responsible bidders who submit bids which appear to be eligible for award, for the purpose of clarification to assure full understanding of and responsiveness to the Invitation to bid requirements herein.

This solicitation does not commit the City of Florence to award a contract/purchase order, to pay any costs incurred in the preparation of a bid, or to procure or contract for services. The City of Florence reserves the right to reject any and all responses, to cancel this solicitation, and to make an award deemed in its own best interest.

Lynwood F. Givens  
Purchasing Agent

### **MINORITY AND WOMAN OWNED BUSINESSES**

Minority Business Owners (minority or woman owned businesses) will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex or national origin in consideration for an award. It is the policy of the City that minority business and women owned business enterprises (MBE/WBE) have an opportunity to participate at all levels of contracting in the performance of City projects to the extent practical and consistent with the efficient performance of the contract.

### **LOCAL AND MINORITY BUSINESS ENTERPRISE PURCHASING PROGRAM**

When lowest bid is the principal determining factor in a bid selection process it is the intent of the City of Florence to provide preference first to local businesses within the City or County of Florence; however, if no local business is eligible or able to participate, preference shall then be provided by the City to minority business enterprises based on the following guidelines:

- a. For purposes of this policy, a "local business" is defined as a person, firm, contractor, corporation, or other business entity offering the services and/or products being bid by the City that maintain a place of business and have a physical business address located and operating within the City or County of Florence. The business must have been established for not less than one year within the City or County of Florence and have a valid City of Florence Business License for a minimum of 12 months prior to the bid date.
- b. For purposes of this policy, a minority business enterprise (MBE) is defined as an MBE that is certified in accordance with South Carolina Regulations § 19-445.2160, as authorized by §11-35-5270 the South Carolina Code of Laws, as amended.
- c. When lowest bid is the principal determining factor in the selection process any "local business" as defined in Subsection A above that submits a responsible and responsive bid within 5% (if the business is located within the City of Florence) or 3% (if the business is located within Florence County) of the non-local bidder who submitted the lowest bid may match the bid submitted by the non-local bidder. A "local business" that is within the percentage guidelines of the lowest bid received shall then be eligible for award of the contract.
- d. If the lowest bid is not a "local business" and a "local business" is within the percentage guidelines of the lowest bid received, the "local business", subject to the provision of Subsection H below, shall be awarded the contract if it is willing to provide goods or services at the same price of the lowest bid received.
- e. If conditions of Subsections C above are met and the qualified "local business" declines or is unable to match the lowest bid, then the option to do so moves to the next qualified "local business", if such business' bid is within the percentage guideline of the lowest bid and is similarly responsible and responsive.
- f. In the event there is no "local business" eligible or willing to match the lowest bid, the lowest responsible and responsive bid submitted by an MBE, if any, would be allowed the opportunity to match the bid submitted by the non-local bidder and thereby be awarded the contract when lowest bid is the primary determining factor in the bid selection process.

- g. If a procurement is to be made pursuant to state funding requirements, federal funding requirements, bond covenants, or other outside funding source requirements which prohibit or restrict local or MBE preference, then no local or MBE preference consideration will be given.
- h. The provisions for a local or MBE preference does not prohibit the right of the City to compare quality of materials proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms, contractors, corporations, or other business entities submitting bids. Accordingly, the local or MBE preference for a particular procurement may be waived by the City Manager upon written recommendation and justification by the Department Director.

#### **NOTICE TO BIDDERS:**

The City of Florence reserves the right to select more than one vendor to provide the products solicited in this invitation to bid. Upon evaluation of the responses to this solicitation, if deemed in the city's best interest, the city may award one contract or multiple contracts based on low bid for each individual product.

#### **CONTRACT TERM AND OPTION TO RENEW**

The initial term of the contract resulting from this invitation to bid, shall run for one (1) year. The parties thereafter shall have the option to renew this agreement for four (4) additional one-year terms, one year at a time, but only upon the mutual agreement of both parties.

#### **PRICE CHANGES**

During the initial term of this contract, there shall be no increases to the prices set forth in the response to this invitation to bid. Afterward, the City of Florence Purchasing Agent must be notified of any and all price increases during the term of the contract agreement. The city reserves the right upon any price increases to accept the price increase or subject the product to the competitive bidding process. Any price increase imposed without prior notice to the City of Florence will invalidate any contract issued as a result of this solicitation. Consideration will be made for price increases due to fuel surcharges.

All price change notices must be accompanied by a copy of the price increase letter from the product manufacturer. No price increases shall be for more than the manufacturer's price increase during the term of the contract.

#### **INSTRUCTION TO BIDDERS**

The successful bidder must be authorized to sell the stated product outlined in the specifications of this bid document.

All bids must be signed by an authorized officer or agent of the company submitting the bid.

The City will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the City's Purchasing Agent

**DEFINITIONS:** Responsible Bidder means a bidder who has the capability in all respects to fully perform the stated requirements, and the integrity and reliability which will assure good faith performance.

Responsive Bidder means a bidder who has submitted a bid which conforms in all material respects to the Invitation to Bid.

**PROTEST:** Any actual or prospective vendor, bidder, or contractor who is aggrieved in connection with the solicitation or award of a contract may formally protest to the Chief Financial Officers (CFO). The protest shall be submitted in writing within seven (7) days after such aggrieved person or party has received the bid tabulation or the intent to award letter.

**DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets the specifications, the decision of the City of Florence shall be final and binding on all parties. The Purchasing Agent may request in writing, the recommendation of the head of the City agency using the item or other objective sources.

**DEVIATIONS:** Any deviations from the specifications contained herein must be noted in detail on the bidder's bid response for the City of Florence's consideration. Failure to submit documentation of deviations shall be grounds for rejection of the item offered to the City of Florence.

**CHANGES:** Any changes in this Invitation to Bid after the purchase order/contract agreement has been awarded must be with the written consent of the Purchasing Agent or the City Manager; otherwise, the responsibility for such changes lies with the vendor.

**INQUIRIES:** Questions concerning this invitation to bid should be directed to the City Purchasing Agent, Lynwood F. Givens in writing by e-mail at [lgivens@cityofflorence.com](mailto:lgivens@cityofflorence.com). The deadline for the submission of all inquiries is **January 29, 2026 at 5:00 pm**. Any changes to the specifications in the bid package shall be in writing in an addendum. All Addendums will be posted on the City of Florence website at [www.cityofflorence.com](http://www.cityofflorence.com). It will be the responsibility of bidders to periodically check the website for addendums.

A complete copy of the City of Florence purchasing policies and procedures manual can be downloaded from the City of Florence website at [www.cityofflorence.com](http://www.cityofflorence.com)

**INSPECTION/ACCEPTANCE** of these product shall be conducted by Michael Hemingway, Utilities Director, or his designee.

#### **CRITERIA FOR AWARD**

The bid is to be awarded to the lowest responsible/responsive bidder that best meets all of the City of Florence's specifications. Timeliness of completion will also be a consideration.

**Firms are requested to submit Two (2) copies of the bid on the City of Florence Bid sheet included in this invitation to bid.** The bid will be awarded to the lowest responsible/responsive bidder that best meets the City of Florence's specification/scope of work, taking into consideration but not limited to the following:

- A. Superior quality
- B. Warranty of Product
- C. Timeliness of delivery
- D. Adequate Service
- E. Operating cost of product over its lifetime

- F. Past performance of bidder previous city contracts
- G. Geographical location of bidder in relations to Florence SC

**The City shall have sole discretion in evaluating the bids. The City reserves the right to select the bid that it may determine to be in the best interest of the City. The City also reserves the right to reject any and all bid, including that of the selected Contractor if satisfactory contract negotiations cannot be concluded.**

### **SPECIFICATIONS**

<b>Chemical</b>	<b>Strength or Purity</b>	<b>Gallons or Weight per Order</b>	<b>Delivery Locations</b>
Calcium Hydroxide Greer Lime (50 lb. bag)	99%	45,000 lbs. (900) bags	1006 W. Darlington St.
Calcium Hydroxide Hydrated Lime (Bulk)	98.3% P	40,000 lbs.	2598 Florence Harlee Blvd.
Chlorine Gass 150 lb. Cylinders	100%	8,250 lbs. (55- 65 Cylinders)	1006 W. Darlington St. & 650 Buie Dr. Timmons ville
Hydrofluosilic Acid (Fluoride)	25% S	44,000 lbs.	2598 Florence Harlee Blvd
Ferric Sulfate	13-15% S	44,000 lbs.	2598 Florence Harlee Blvd
Sodium Hydroxide Caustic	50% S	47,000 lbs.	2598 Florence Harlee Blvd
Sodium Hypochlorite (Liquid Bleach)	12-15% S	4,500 Gallons	1000 Stockade Dr. & 2598 Florence Harlee Blvd.
Polymer: Required Jar Testing before end of bid or acceptance		23,00 lbs. totes	1000 Stockade Drive
Sulfur Dioxide (150 lb. Cylinder)		150 lb. (9 Cylinders)	650 Buie Street, Timmons ville, SC

- The successful vendor must loan to the City at no charge and for the term of the contract, all cylinders needed for storage of Chlorine. The cylinders must have a capacity to hold 150 lbs. of gaseous chlorine and gaseous dioxide. The containers must be delivered on a short bed truck capable of offloading the containers at all of the various plant sites listed.

### **TAXES**

The City of Florence pays SC Sales Taxes in the amount of 8%. However, the City of Florence is exempt from Federal Taxes and will issue exemption certificates, if requested. **INCLUDE SC SALES TAX WITH YOUR BID.**

## **BRAND NAMES**

Some of the specifications contained herein refer to a brand name. Unless otherwise stated, brand names and numbers are used only to set forth and convey to prospective bidders the general type and quality to the needed product. However, all other brand names must meet or exceed the style, type, character and quality of the type stated herein as determined by the City of Florence.

## **SC ILLEGAL IMMIGRATION REFORM ACT**

By signing this offer, you certify that your company will comply with, and will remain in compliance with during the term of the agreement, the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the City of Florence upon request any documentation required to establish either:

- (a) that Title 8, Chapter 14 is inapplicable to your company or your subcontractors or sub-subcontractors; or
- (b) that your company and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14.

Pursuant to Section 8-14-60, your company shall agree to include in any contracts with your subcontractor's language requiring your subcontractors to:

- (a) comply with the applicable requirement of Title 8, Chapter 14, and
- (b) include in their contracts with the sub-subcontractor's language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

## **INSURANCE REQUIREMENTS**

The firm shall agree to hold harmless, indemnify and defend the City of Florence, South Carolina, its agents and employees from any claims for property damage or personal injury (including death resulting therefrom). Such claims include, but are not limited to, actual, consequential, incidental or punitive damages. The firm shall agree to maintain sufficient comprehensive general liability insurance, naming the City of Florence, South Carolina, as additional insured, in the amounts of \$1,000,000.00 per occurrence and \$1,000,000.00 per person. Proof of such insurance shall be given to the Purchasing Agent by an appropriate certificate-of-insurance issued by the firm's insurance agent.

Further, the firm shall agree to insure prior to commencement of work on the project (job), all subcontractors, agents, assigns or employees of prime firm and subcontractor shall agree to hold harmless, indemnify and defend the City of Florence, South Carolina, its agents and employees from any claims for property damage or personal injury (including death resulting therefrom). Such claims include but are not limited to, actual, consequential, incidental or punitive damages. Further, prior to commencement of work on the project (job), the firm shall insure that all subcontractors, agents or assigns of the firm, maintain sufficient comprehensive general liability insurance, naming the City of Florence, South Carolina, as additional insured, in the amounts of \$1,000,000.00 per occurrence and \$1,000,000.00 per person. Proof of such insurance shall be given to the Purchasing Agent by an appropriate certificate-of-insurance issued by applicable entity's insurance agent.

With regards to comprehensive general liability insurance, claims may be made during or after the term or terms of the contract/purchase order agreement.

Vehicle liability insurance with minimum combined single limits of \$1,000,000.00 per occurrence shall be maintained by the firm.

The successful firm shall take out and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$1,000,000.00, and in case any such services are sublet, the firm shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$1,000,000.00 for all of the subcontractor's employees to be engaged in such.



**INVITATION TO BID 2025-87**  
**CHEMICALS FOR THE SURFACE WATER AND WASTEWATER TREATMENT PLANTS**  
**BID SHEET**

Total cost (including tax) including materials, equipment, fuel, labor, supervision, and all other resources necessary to provide the products described in the invitation to bid.

Chemical	Price Per Pound or Gallon
Calcium Hydroxide Greer Lime (50 lb. bag)	
Calcium Hydroxide Hydrated Lime (Bulk)	
Chlorine Gas 150 lb. Cylinders	
Hydrofluosilic Acid (Fluoride)	
Ferric Sulfate	
Sodium Hydroxide Caustic	
Sodium Hypochlorite (Liquid Bleach)	
Polymer	
Sulfur Dioxide (150 lb. Cylinder)	

Is your company classified as an MBE/DBE/ WBE: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Federal Tax ID.

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Mailing Address (Include Zip Code)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number