



REQUEST FOR PROPOSALS (RFP)
Water Treatment Plant
Chemical Supplies
Proposal Deadline:
September 10, 2026 at 12 PM

Overview

The City of Valley Center, KS (City) is seeking proposals for chemical supplier services from qualified firms (Consultant) interested in assessing and providing chemicals used for the treatment of water at the City of Valley Center Water Treatment Plant (Project). All services provided by the Consultant shall be performed by individuals who meet the qualifications, education, and certification/licensing requirements for the position. The successful Consultant shall also have the resources to provide cost effective chemicals for the treatment of water to the City. Qualified firms that submit a proposal will be evaluated in accordance with the requirements defined within this RFP. Upon successful negotiations with the City, the selected firm will provide chemicals used for the treatment of water at the WTP (Project) as described in the scope of this RFP.

No Contractor who is the recipient of Valley Center funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veteran status, physical or mental disability or perceived disability, or other criteria protected by law.

Discriminatory practices based on the foregoing are declared to be contrary to the public policy of the City. The City of Valley Center complies with all Equal Employment Opportunity requirements.

Scope of Services

The Scope of Services for the Water Treatment Plant Chemical Usage Project is attached as Exhibit A.

Term

The term of the agreement shall be determined upon need of services and consistent with the City's policies. The initial period of the contract is for one (1) year, with two (2) one year extensions if approved by City Council, subject to agreement terms and the Valley Center Municipal Code.

Proposal Requirements

The proposal shall clearly address all the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized and contain all information as specified below.

A. Cover Letter: Maximum of two (2) pages serving as an Executive Summary which shall include an understanding of the scope of services. The RFP shall be transmitted with a cover letter that must be signed by an official authorized to bind the consultant contractually. That letter accompanying the RFP shall also provide the name, title, address, and telephone number of individual(s) with the authority to negotiate and contractually bind the consultant. The cover letter constitutes certification by the consultant, under penalty of perjury, that the consultant complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the consultant may be rejected.

B. Introduction/Information: Introduction of the service proposal, including a statement of understanding for the types of services contemplated. Provide a discussion on how the objectives of the scope of services will be accomplished. Provide the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual(s) to contact if further information is required. Any participating firms and proposed sub-consultants shall be identified and included in the proposal (all sub-consultants must be approved by City prior to signing the agreement with City).

C. Firm's Approach: The firm's approach to delivering the scope of services. Provide a description of the firm's approach to communicating effectively with the City to facilitate successful delivery of assigned tasks.

D. Firm Profile: Provide a description of the firm, including number of professional personnel, years in business, office location(s), organizational structure (e.g., corporation, partnership, sole practitioner, etc.), areas of expertise, etc. and specifically identify whether the firm employs its own delivery drivers and if it owns the trucks/trailers for deliveries related to this RFP or if the firm contracts out to a delivery service and/or leasing company.

E. Key Personnel: Provide a summary description of the key personnel, their roles and responsibilities, and their relevant experience. The proposal must name a project manager.

F. Scope of Services: Provide a description of the tasks, sub-tasks, and deliverables that will be provided. Include a timeline to complete the tasks for the project.

G. Cost: Consultant shall provide a comprehensive cost proposal inclusive of all fees in addition to chemical prices including, but not limited to, vehicle fuel surcharges, etc. All chemical cost proposals shall be in price per gallon of product.

H. Additional Information: Any other information which should be considered, such as any special services or customer service philosophy which define your firm's practice.

Questions from contractors shall be accepted by the Public Works Director – Rodney Eggleston via email or phone. Emails shall be submitted to reggleston@valleycenterks.gov by phone 316-755-7320.

A copy of the proposal and fee proposal must be submitted no later than September 10, 2026 at 12:00 pm and delivered to: City of Valley Center, City Hall, 121 S. Meridian P.O. Box 188; Valley Center, KS 67147, attention Amanda Parks clearly marked “RFP – Water Treatment Plant Chemical Supplies”. The City reserves the right to reject all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration at the City’s sole discretion.

Once submitted, proposals, including the composition of the consulting staff, cannot be altered without prior written consent of the City.

Amendments to Request for Proposals

The City reserves the right to amend the RFP by addendum prior to the final proposal submittal date.

Non-Commitment to City

The City reserves the right to reject any and all proposals and to waive informalities and minor irregularities in any proposal reviewed. The City may reject any proposal that does not conform to the instructions provided in this RFP. Additionally, the City reserves the right to negotiate all final terms and conditions of any proposal received before entering into final contract.

Conflict of Interest

The Consultant shall disclose any personal or professional financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting project. The consultant shall also list current clients who may have a financial interest in the outcome of this contract.

Minimum Insurance and Bonding Requirements for Contract Awards

Contract awards shall be made only to contractors that possess the ability to perform successfully under the terms and conditions of a proposed procurement. Contracts awarded shall include the following guarantees, except when an exemption is provided:

All construction contractors and subcontractors are to carry Workman’s Compensation Insurance for all employees who work on the premises, as well as:

- a. Manufacturers and Contractor’s Public Liability Insurance as appropriate for the project (Minimum requirement - \$1,000,000)
- b. Property Damage Insurance to protect them from claims for property damage. (Minimum requirement - \$1,000,000)
- b. Any and all additional insurance required by the laws of the State of Kansas.

If any subcontracting is let, prime contractors will be required to ensure the subcontractors comply with the provisions of this plan and with all applicable required federal and state regulations. All subcontractors must be licensed through the City and provide evidence of insurance if applicable.

Any insurance requirements for state and/or federal funds are also incorporated into this document by reference and will be adhered to on such projects.

All proof of insurance and bond documents shall be provided to the City Clerk prior to the Contractor beginning work on any City project.

Selection of Contractor

The Contractor selected will be required to submit a Certificate of Insurance naming the City of Valley Center, KS as an additional insured, which will be reviewed by the City Administrator's Office.

Examination of Work to be Performed.

The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered prima facie evidence that the contractor has made such an examination.

Before submitting the request for proposal, the contractor shall examine the scope of work and the exact nature and extent of the work considering any special or unusual features peculiar to this project. By submitting a proposal, the contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

Section 2

GENERAL INFORMATION

This RFP contains instructions governing the content of the proposals and the format in which they are to be submitted. It does not attempt to define all the contract needs nor detail them. Rather, it is flexible and allows for the credentials of the contractor to be demonstrated in the areas of expertise necessary to the contract. There are mandatory requirements to be met, but should the contractor foresee the need for qualification of the effort or additional requirements, concise and relevant discussion is encouraged.

SCHEDULING OF WORK- BEGINNING OF CONTRACT TERM

At least five (5) business days prior to the commencement of the contract, the Contract Manager or his appointee will confer with the Contractor and review the total specification requirements and scheduling proposed by the Contractor.

CONTRACTOR'S EMPLOYEES

- A. Personnel employed by the Contractor shall be capable employees qualified in this type of work. A fully qualified workforce shall be maintained throughout the period of this contract.
- B. The Contractor shall always employ the quantity and quality of supervision necessary for both effective and efficient operations.
- D. Contractor shall be liable for any damages caused directly or indirectly by its employees.

PAYMENT TO CONTRACTOR

- A. The Contractor shall send an invoice or pay application to the Contract Manager and Accounts Payable staff for the services provided during the project. The invoice shall show location, service type, product and quantities used and service date, unit price, extended price and totals for each application.
- B. Invoices will be submitted to City Hall Accounts Payable, Amanda Park apark@valleycenterks.gov and Contract Manager, Rodney Eggleston reggleston@valleycenterks.gov or may be mailed to: 121 S. Meridian, PO Box 188, Valley Center, KS 67147, Attn: Accounts Payable.
- C. The Contract Manager or his designee shall review the invoice and any necessary reductions which must be made in accordance with the conditions of the Contract. Should the Contractor's invoice not include all necessary reductions, the invoice shall be reduced by the amount of the non-included reductions and processed for payment. The Contractor shall be notified of the reductions made and supplied with copies of documentation supporting those reductions.

CHANGES TO THE SCOPE OF WORK AND TERMINATION OF CONTRACT

- A. The Contract Manager at any time may have to change the scope of the contract by written contract modification. On the designated effective date, the Contractor shall make the required changes in his/her operation.
- B. Upon receiving notice of the change, the Contractor's invoice or pay application shall be adjusted if necessary to reflect the value of the change under this contract.
- C. The City may cancel the contract at any time for any reason upon giving 30 day written notice to the Contractor.
- D. The City shall have the right to cancel this Agreement immediately without prior notice for any breach of any provision of the contract if not cured within 7 days from written notice from the City.

CONTACT INFORMATION

Contract Manager

Rodney Eggleston
Public Works Director
Office: 316-755-7320
P.O. Box 188; 121 S. Meridian, Valley Center, CO 67147
Email: reggleston@valleycenterks.org

Schedule

The following is a projected and tentative schedule of events:

<u>Date</u>	<u>Event</u>
September 1	RFP approval to issue
September 2	RFP issued
September 10, 12 PM	Proposals due
September 15, 7 PM	Proposals presented to council

Exhibits

- A. Scope of Services
- B. Estimated 30-day Chemical Usage

END OF REQUEST FOR PROPOSAL

EXHIBITS TO FOLLOW

EXHIBIT A

Scope of Services

The City wishes to set up delivery of chemicals used in the treatment of water with delivery to be on a 30-day delivery schedule. Estimated 30-day chemical usage is shown in Exhibit B.

The City of Valley Center Water Treatment Plant is located at:

**540 W. Industrial Street
Valley Center, KS 67147**

The following scope of services provides general description and performance requirements. It is expected that the proposal developed by each of the responding firms will provide significant additional details for implementing the project.

Project Management/Implementation Plan:

- Successful respondent shall plan to attend at least two (2) meetings w/ City Staff to:
 - a. Kick-off project,
 - b. Track progress,
 - c. Ensure collaboration, and
 - d. Review draft/ final submittals.
- Consultant shall develop a tentative schedule that includes proposed delivery schedule(s) for the project. Delivery times must be Monday – Thursday between the hours of 7:30 am to 3:30 pm.
- Successful respondents shall offload wet chemicals with all proper PPE, spill containment, etc. and provide hose connections/adapters as needed.
- All deliveries should include weight tickets, Certificate of Analysis (COA), and Safety Data Sheets (SDS).

Recommend Upgrades, Improvements and Alternatives:

- Consultant shall recommend chemical alternatives if the requested/required chemicals is not available at delivery time. As part of the recommendations, the Consultant shall analyze the following:

Deliverables:

- Consultant shall provide comprehensive cost proposals inclusive of all fees in addition to chemical prices including, but not limited to, vehicle fuel surcharges, etc.
- All chemical cost proposals shall be in price per gallon of product.

EXHIBIT B
Estimated 30-Day Chemical Usages
Based on Engineer Estimates
After Successful Start-Up

Chemical	Concentration	Tank/Tote	Storage	Capacity (GAL)	Dose	Units	30 Day Usage (EST)
Sodium Hypochlorite	12.50%			2500		GAL	900
Sodium Bisulfate	38%	Drum	2	55		GAL	32
Sodium Hydroxide (Caustic)	25%	Tote	2	300		GAL	400
Corrosion Inhibitor/Polyphosphate Product		Drum	2	55		GAL	32
Liquid Ammonium Sulfate	38%	Tote	2	300		GAL	156
Antiscalant (for membranes)		Drum	2	55		GAL	32