

UNIVERSITY AREA JOINT AUTHORITY  
STATE COLLEGE  
CENTRE COUNTY, PENNSYLVANIA

CONTRACT #2009-10

BID, CONTRACT & SPECIFICATIONS FOR  
BIOFILTER MEDIA

AUGUST 2009

## INVITATION TO BID

Sealed bids will be received by the University Area Joint Authority in their offices at 1576 Spring Valley Road, State College, Centre County, Pennsylvania, 16801 until 10:00 AM prevailing time, September 3<sup>rd</sup>, 2009, at which time they will be opened and read aloud. The bids are to be for the purchase of:

1. CONTRACT #2009-10, BIOFILTER MEDIA

Instructions to bidders, Specifications and Forms of Contracts may be obtained at the office of the Authority. All Bids shall be on the Bid Form and shall be irrevocable for a period of sixty (60) days after the opening of Bids.

The University Area Joint Authority reserves the right to waive any defects, errors, omissions, mistakes, informalities, to accept any Bid or combination of Bids that are deemed to be in the best interest of the Authority, and to reject any or all Bids.

Please be advised that the University Area Joint Authority will not discriminate against any interested firms or individuals in regard to race, creed, color, sex, age, handicap or national origin in the selection process.

Please contact Diane Cowan at 814-238-5361 between the hours of 8 a.m. and 4 p.m. with questions.

University Area Joint Authority

Cory R. Miller, Executive Director

Dated: August 2009

FORM OF BID

FOR: BIOFILTER MEDIA

TO: University Area Joint Authority  
1576 Spring Valley Road  
State College, Pa. 16801

Gentlemen:

Pursuant to and in accordance with your advertisement for Bids dated August 19<sup>th</sup> and August 23<sup>rd</sup>, 2009 and the Instructions to bidders relating thereto, the Undersigned having carefully examined the Specifications and other Contract Documents hereby proposes to furnish BIOFILTER MEDIA in accordance with the Specifications and all Addenda issued by the Owner and mailed to the Undersigned a minimum of three (3) working days prior to the opening of Bids whether received by the undersigned or not, complete, and ready for use, for the lump sum price set forth in the following Schedule.

CONTRACT #2009-10

SCHEDULE NO. 1

BIOFILTER MEDIA

For furnishing BIOFILTER MEDIA as specified in Section No. 2 of these Specifications, the lump sum delivered price is:

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Additions or Deductions for Modifications and/or Exceptions to the Specifications:

- |          |          |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |
| 5. _____ | \$ _____ |

BIDDER'S REPRESENTATION

The undersigned hereby represents as follows:

1. That this Bid is made without connection with any person, firm, or corporation making a Bid for the BIOFILTER MEDIA, and is in all respects fair and without fraud or collusion;
2. That no officer, agent or employee of the University Area Joint Authority is personally interested directly or indirectly in this Contract or the compensation to be paid hereunder; and,
3. That no representation, statement or statements, oral or in writing, has induced them to enter into this contract excepting only those contained in the Contract Documents or made a part hereof by its terms.

The undersigned hereby designates as their office to which any notice of acceptance may be sent. Please provide company name, address, phone, fax, email and contact:

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This Bid may be withdrawn at any time prior to the scheduled time for opening of Bids or any authorized postponement thereof.

WITNESS:

\_\_\_\_\_

INDIVIDUAL:

\_\_\_\_\_ (SEAL)

WITNESS:

\_\_\_\_\_

PARTNERSHIP:

\_\_\_\_\_ (SEAL)

By: \_\_\_\_\_ (SEAL)

\_\_\_\_\_ (SEAL)

WITNESS:

\_\_\_\_\_

FIRM OR CORPORATION:

\_\_\_\_\_ (SEAL)

By: \_\_\_\_\_

If a corporation, give State of Incorporation using the phrase, "A Corporation Organized under the Laws of

\_\_\_\_\_.

If a partnership, give names of partners, using also, the phrase, "Co-partners trading and doing business under the firm name of

\_\_\_\_\_."

If an individual, using a trade name, give individual name, using also, the phrase, "An individual doing business under the firm name of

\_\_\_\_\_."

SECTION NO. 1  
INSTRUCTIONS TO BIDDERS

1. The attached Specifications set forth the BIOFILTER MEDIA. Any change, variation or substitution of equal product must be clearly stated in the bid.
2. All Contracts must be executed on forms furnished by the Authority.
3. All Bids shall be sealed in an envelope plainly marked "SEALED BID FOR CONTRACT #2009-10" BIOFILTER MEDIA, UNIVERSITY AREA JOINT AUTHORITY.
4. All supplemental instructions will be in the form of written Addenda to the bid and Specifications, which if issued, will be mailed to all prospective bidders not later than three (3) working days prior to the date fixed for the opening of the Bids.
5. The successful bidders will be responsible for the payment of all Excise, Sales and Use Taxes and all other taxes required by law on all supplies, tools, apparatus, equipment, fixtures, services, uses and incidentals which they purchase or use for the purpose of fulfilling the work of this Contract, and they shall include all amounts required for such taxes within the item prices in their Bid. No additional payment will be made to cover such taxes. Each bidder shall thoroughly familiarize themselves before submitting a Bid with all laws requiring the payment of such taxes.

Attention is directed to the fact that under existing provisions of the Pennsylvania 1963 Tax Act for Education and regulations promulgated by the Pennsylvania Department of Revenue, items of tangible personal property used or consumed directly in the rendition of a public utility service (including a sewer system) are exempt from tax under said Act upon proper application for the certificate of exemption. Bidders are further advised that, upon proper application, an Excise Tax Exemption Certificate will be provided to the successful bidder.

## CONTRACT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between the University Area Joint Authority, hereinafter known as the Owner, Party of the First Part, and \_\_\_\_\_ a \_\_\_\_\_ known as \_\_\_\_\_, existing under the laws of \_\_\_\_\_, hereinafter called the SUPPLIER, Party of the Second Part.

WITNESSETH, that the Parties hereto for the consideration stated mutually agree as follows:

### ARTICLE I – SCOPE OF WORK:

The SUPPLIER agrees to furnish the specified BIOFILTER MEDIA and perform all work necessary for or incidental to, and to perform all other obligations imposed by this contract for the complete work, all in strict accordance with the CONTRACT DOCUMENTS as prepared by the Authority, attached hereto or referred to herein, all of which are made a part of and designated as follows:

- a. Notice to bidders
- b. Instructions to bidders
- c. Form of Bid
- d. Specifications for BIOFILTER MEDIA



ARTICLE IV – DISPOSAL OF CONTRACT:

The SUPPLIER shall keep the CONTRACT under their own control and shall not sell, transfer or assign or otherwise dispose of the CONTRACT or any portion thereof or their right, title or interest herein to any person, firm or corporation without the express written consent of the OWNER.

IN WITNESS WHEREOF, the parties hereto have caused the signatures of their proper officers to be affixed hereunto on the day and year first above written.

**CONTRACT #2009-10    BIOFILTER MEDIA**

UNIVERSITY AREA JOINT AUTHORITY

By: \_\_\_\_\_  
                    Chairman

ATTEST:

\_\_\_\_\_  
                    Secretary

SUPPLIER

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

## SECTION NO. 2 SPECIFICATIONS

The following indicates the MINIMUM specifications of this contract

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- All biofilter media must be on site at UAJA no later than **3 pm on Monday, October 26<sup>th</sup>, 2009**.
- All supplies will be delivered to UAJA located at 1576 Spring Valley Road, State College, Pa 16801. Call for directions. 24 hour notice prior to delivery is required. Receiving hours are Monday through Friday, 6:30 am-3 pm.
- A sample of the biofilter media to be used in the project **must** accompany each bid.
- Vendor's stockpile of biofilter media must be inspected by UAJA staff prior to delivery.
- **General Information:** The UAJA biofilter is designed to absorb odors therefore mitigating odor generated within the UAJA Compost Facility. Exhaust fans remove air from the Compost Facility and discharge into a FRP header. Foul air will then be distributed into the biofilter via 70 12-inch air distribution pipes embedded in a layer of gravel beneath the biofilter media. The air distribution piping within the concrete header are flanged sections of PVC cast into the wall of the header.
- **Biofilter Media Specifications:** 4,300 cubic yards of uniformly mixed biofilter media. Media is to consist of a mixture of two (2) parts soft wood chips (hemlock is preferred but some white pine is acceptable), one (1) part soft wood bark mulch, and one (1) part leaf compost. Material size is to be between one (1) and three (3) inches.
- Certification, on supplier's letterhead, is required stating the minimum properties of the material meet our specifications. This must be included with bid submittal.
- **Field Quality Control Measure(s):** The biofilter media must meet the following field quality control measures:
  - Media Porosity Testing (***may be conducted by UAJA at suppliers stockpile prior to delivery to confirm product quality***):
    - Add one-half of a cubic foot of water (approximately 31 lbs) to a 5 gal container and mark a line at the top of the water level to calibrate the container.
    - Add one-half cubic foot of the unpacked media to a 5-gal container with a drain hole. Tap gently 2 or 3 times and add more media as necessary to reach the one-half foot mark.
    - Fill the container with water to fully saturate the sample. Allow to stand for 24 hours to fully saturate the sample. Add water as necessary to bring the level to the top of the sample. Drain all of the free water by gravity through the hole in the bottom of the container.
    - After draining, the drain hole should be plugged and the container refilled with water slowly from the bottom to the level of the sample using a funnel attached to a tube reaching the bottom of the container.
    - Drain all water from the container by gravity and measure the volume of water.
    - Calculate porosity as (Volume of Water divided by the Volume of Media) x 100%

- Guidance for Porosity Testing:
  - Make certain the container is filled evenly to a uniform level surface with media.
  - Add water slowly from the bottom so that air filled pore spaces are completely filled with water.
  - Allow water to drain overnight, but do not allow the media to dry artificially.
  - Do not over pack containers with media, nor place media so loosely in containers that artificially large voids are created.