



**REQUEST FOR QUOTATION  
RFQ 2023 -006  
KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS  
SEWER UTILITY  
METHANOL**

**BID SUBMISSION DATE & TIME:** THURSDAY FEBRUARY 13<sup>nd</sup>, 2023 AT 2:00 P.M.

**Mailing Address:**

**Glen McNeill, Purchasing Supervisor**  
614 Division Street MS-7  
Port Orchard, WA 98366

**Physical Address:**

**Glen McNeill, Purchasing Supervisor**  
4<sup>th</sup> Floor Administration Building  
619 Division Street  
Port Orchard, WA 98366

Kitsap County Purchasing Office will receive Bids for furnishing Methanol (Methyl Alcohol) on or before the date and time indicated above at the Kitsap County Administration Building, 619 Division Street, Port Orchard, Washington.

**NOTICE TO BIDDERS**

Bidders must correctly prepare and submit all required documents to the Kitsap County Purchasing Office. The following documents are required for a complete bid package. Every item must be complete in all respects, including authorized signatures. Bidders shall acknowledge receipt of all addenda in the spaces provided. Failure to include all items may be cause for the bid to be considered irregular and thereby rejected:

Certificate of Liability Insurance  
Washington State Contractor's Registration  
Bid Sheet  
Addendum Receipt, if any

Each bid shall be submitted in separate envelope and sealed when mailed or hand delivered. The bid number and title of the project (as indicated above), the date & time of the bid opening, and the name & address of the bidder shall be clearly shown on the outside of the envelope. You may respond by mail or hand-deliver to the Kitsap County Purchasing Office.

The Kitsap County Purchasing Office reserves the right to reject any or all bids for good cause, in whole or in part, to waive any irregularities in any bid, and to delete certain items listed in the bid as set forth herein. In the event that all bids are rejected, the Purchasing Office may call for new bids.

Kitsap County will award to the most responsible Bidder submitting the most advantageous bid to the County based on the quantities identified in the proposal. The most advantageous bid to the County is determined from the unit price, transportation costs, and product availability.

This invitation to bid does not commit Kitsap County to pay any costs incurred by any Bidder in the submission of a proposal, or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the items to be furnished under the invitation to bid.

**Please submit by mail to:**

Glen McNeill, PS  
Kitsap County Purchasing Office  
614 Division Street, MS-7  
Port Orchard, WA 98366

**OR**

**For hand delivery, express, or courier:**

Glen McNeill, PS  
Kitsap County Administration Building  
Purchasing Office – Fourth Floor  
619 Division Street  
Port Orchard, WA 98366

Additional information may be found in the Kitsap County website <https://www.kitsapgov.com/das/Pages/Online-Bids.aspx>. For answers to questions, please email Glen McNeill at [gsmcneill@co.kitsap.wa.us](mailto:gsmcneill@co.kitsap.wa.us).

**Bids received after 2:00 P.M. FEBRUARY 13<sup>th</sup>, 2023 will not be considered.**

**DESCRIPTION OF WORK**

Kitsap County Public Works is requesting bids from qualified chemical manufacturers/distributors to furnish and deliver liquid methanol to the Central Kitsap Treatment Plant. Specifications include but are not limited to: the methanol shall contain a minimum of 100% CH<sub>3</sub>OH. The Methanol shall be free of sludges or other particulate matter which might interfere with the proper operation of chemical metering equipment. Methanol delivered in bulk tanker is for use as a carbon source at a wastewater treatment plant's biological nutrient removal process.

- Prices quoted shall be for delivery to the Central Kitsap Treatment Plant (CKTP) at 12351 Brownville Hwy NE, Poulsbo WA 98370, including all fees and FOB.

- Upon placement of order, delivery of Methanol shall be no later than 10 calendar days to the delivery site noted above.
- Unless other arrangements are made, methanol will be delivered not later than 3:00 PM on the scheduled delivery date. If for any reason a delivery cannot be made on the scheduled date you must immediately notify the County Sewer Utility Staff at 360-337-7197.
- Deliveries shall be made by tanker truck at 8,000 gallons or less. The CKTP methanol storage receiving facility does not have the capacity to accept any loads above 8,000 gallons.
- Methanol transport vehicles shall be equipped with pump systems suitable for unloading the entire product into the Central Kitsap Treatment Plant methanol storage tank.
- The chemical hauler / delivery driver is responsible for providing all equipment for safe and efficient off loading of methanol to the methanol receiving station. The tank truck must be capable of backing into the spill confinement area.
- The chemical hauler / delivery driver shall allow for a maximum of two (2) hours for offload of material. This time will start at the moment the truck arrives at the Central Kitsap Treatment Plant.
- Offloading of chemical shall not proceed until such time that a fully qualified County employee is present in the unloading area.
- Offloading of the chemical shall be unloaded by a fully trained and qualified driver familiar with the proper handling of methanol. The driver will use appropriate personal protective equipment upon arrival at the methanol receiving station.
- The estimated quantity of Methanol required per year is approximately 660,000 lb. or 100,000 gallons.
- This Contract does not guarantee a minimum purchase of Methanol

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**Methanol**

**BID SHEET**

**THE UNDERSIGNED** proposes to provide the Kitsap County Department of Public Works (Sewer Utility) with Methanol. Kitsap County expects to purchase approximately 660,000 lb. (100,000 gallons)

<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>UNIT</b>	<b>UNIT PRICE</b>
1		pounds	

This bid is made in accordance with the published requirements and warrants, receipt of which is hereby acknowledged, and is offered with the call for bids authority by the Kitsap County Purchasing Office.

**BIDDER (COMPANY)** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**PRINTED NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

Attachments:

Certificate of Liability Insurance

Receipt of Addendum, if any

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METHANOL**

Receipt of the following addendum to this solicitation is hereby acknowledged:

<b>Amendment Number</b>	<b>Date of Receipt Amendment</b>	<b>Signed Acknowledgment</b>
<b>1</b>	_____	_____
<b>2</b>	_____	_____
<b>3</b>	_____	_____

**NOTE: Failure to acknowledge receipt of any amendment may be considered an irregularity in the bid.**