



354-RFB-26-01

REQUEST FOR BIDS

for

Activated Carbon Media Replacement

To be opened 10 AM (ET), July 24, 2025

Pursuant to General Statutes of North Carolina, as amended, sealed bids, subject to the conditions and specifications herein, are invited for furnishing the following apparatus, supplies, materials, equipment. All bids will be received by the Town of Cary Purchasing Division electronically until the date and time stated above, at which time the sealed bids will be publicly opened virtually and read.

BY: Kathryn McMillan, Assistant Manager of Procurement & Contracts

DATE: June 27, 2025

POSITIVELY NO BIDS CONSIDERED UNLESS SUBMITTED ON THIS DOCUMENT

Please provide pricing subtotals and grand total for the option (or options) you are submitting for evaluation.

QUANTITY (Each)	ITEM DESCRIPTION	UNIT PRICE	LINE TOTAL (Unit Price x Qty)
110,000 LBS	Activated Carbon Media <i>As per these specifications, terms and conditions</i>		
TOTAL FREIGHT COST PLUS ANY APPLICABL FEES			\$
TOTAL INSTALL, STARTUP, & TRAINING COSTS			\$
GRAND TOTAL (ALL GOODS, SHIPPING, & FEES)			\$

ESTIMATED DATE ALL GOODS DELIVERED	_____
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Do the products submitted for bid meet the exact specifications listed herein? YES NO

This company is a certified Historically Underutilized Business (HUB) by the North Carolina Department of Administration HUB Office. YES NO

COMPANY: _____ DATE: _____

AUTHORIZED SIGNATURE: _____ TITLE: _____

DATE: _____

NOTICE TO BIDDERS: Do not include taxes in your bid proposal pricing. Any and all tax imposed upon any article on which you are bidding are only to be shown as separate line items on invoices, and in no case are taxes to be included with your bid price. Failure to comply with these conditions will be considered grounds for rejection.

In compliance with the above request for bids and subject to all the conditions thereof, the undersigned offers and agrees, if this bid be accepted within _____ days from the date of the opening, to furnish any or all of the items upon which prices are quoted at the price set opposite each item within _____ days after receipt of order, unless otherwise specified.

COMPANY: _____ ADDRESS: _____

TOWN: _____ STATE: _____ ZIP CODE: _____

AUTHORIZED SIGNATURE: _____ TITLE: _____

NAME PRINTED OR TYPED: _____

CONTACT NAME (if different than above): _____

TELEPHONE NO.: _____ EMAIL: _____

BIDDER'S CHECKLIST

- Be aware of the virtual bid opening date and time as indicated on the first page of this proposal.
- You must submit **bids in electronic format via eVP**. No hard copy bids will be accepted.
- All signatures must be by a company officer or agent who is authorized to enter and sign bid documents.
- Have you read and understood the "Terms and Conditions" and the "Instructions to Bidders" for submitting a bid to the Town?
- Have you read and do you completely understand all the specifications of this bid proposal?
- If an addendum to the specifications was issued, has it been returned with this bid proposal (indicating acceptance of the information contained within)? Failure to do so may result in your submittal being deemed unresponsive.
- Have you included the required Qualification Statement? (Section 5- Submittals)
- Have you included the required Manufacturer approval of installer memo? (Section 5- Submittals)
- Have you included a Non-Conforming/Alternates Memo (if it applies)? (Section 5- Submittals)
- Have you included the required list of references? (Attachment 1)

INSTRUCTIONS TO BIDDERS

1. **PURPOSE:**

The purpose of this document is to provide general and specific information for the use by suppliers in submitting a bid to supply the Town of Cary with apparatus, supplies, material and equipment, and/or services listed above. All bids and contracts are governed by Town policy, and /or by Section 143-129 of the North Carolina General Statutes.

2. **BID SCHEDULE:**

Listed below are the dates and times by which stated actions must be taken or completed. The Town may determine, in its sole discretion, that it is necessary to change any of these dates and times. All listed times are Eastern standard times.

Action	Time	Date
Bid issued	----	June 27, 2025
Deadline for Questions & Approved Equals	3 PM ET	Tuesday, July 15
Bids Due	10 AM ET	Thursday, July 24
Anticipated Award	----	Friday, August 1

3. **BIDDER QUESTIONS:**

The Town is not liable for interpretations/misinterpretations or other errors or omissions made by the Bidder in responding to this bid. The Bidder shall examine this bid to determine if the Town's requirements and terms and conditions are clearly stated. If, after examination of the various requirements and terms and conditions of this bid, the Bidder believes there are any requirements or terms and conditions which remain unclear or which restrict competition, the Bidder may request, in writing, that the Town clarify the requirement(s) and terms(s) and condition(s) specified by the Bidder. The Bidder must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the requirements or conditions questioned by the Bidder.

Requests for clarification, technical questions and approval of alternate products to this bid must be received by the Town no later than the date shown above in Section 2, entitled "Bid Schedule", under *Deadline for Questions*. The Bidders' failure to request clarification and submit questions by the date in the bid schedule above shall be considered to constitute the Bidders' acceptance of all Town's requirements and terms and conditions. The Town shall issue addenda reflecting questions and answers to this bid, if any, and shall be posted to the eVP website at [North Carolina electronic Vendor Portal](#).

4. **BID CONTACT:**

Any and all questions, concerns, request for additional information, and alternate product considerations shall be directed to the Town of Cary Project Manager:

Brian Drake
Brian.Drake@carync.gov

5. **HOW TO PREPARE BID PROPOSALS:**

Bidders are encouraged to carefully review all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.

- a) **PROPOSAL FORM:** Submit prices and offers on the **BID PROPOSAL FORM(s)** provided herein. All bid proposals must be submitted and signed by the supplier or their authorized representative with all erasures or corrections initialed and dated by the authorized representative of the proposal.
 - i. The bidder shall indicate an approximate delivery date for each line item detail listed on Attachment 1.
 - ii. The bidder shall submit the subtotal of all goods on the bid proposal form and attach a

quote with the line item details for each line listed on Attachment 1.

- iii. The bidder shall submit the subtotal of all goods on the bid proposal form and attach a quote with the line item details for each line listed on Attachment 1.

- b) **SIGNATURE**: All bids must be signed by an authorized official of the company on the **Bidders Signature Page**. A bid may be rejected if it shows omissions, alterations of form, additions not called for, conditional bid, or any irregularities.
- c) **TAXES**: Do not include taxes in your bid prices. Taxes must be itemized and added to invoices separately when invoicing the Town. The Town is required to pay sales tax. The Town is exempt from Federal Excise Tax and has a Federal Tax number.
- d) **MINORITY WOMEN BUSINESS ENTERPRISES (MWBE) POLICY**: The Town invites and encourages participation in this procurement process by certified Minority and Women-Owned Business Enterprises (MWBE) in accordance with North Carolina General Statute 143-129.
- e) **SUSTAINABILITY**: As stated in the 2017 Cary Community Plan, the Town has a commitment to promoting green practices that will promote an environmentally safe and desirable community for future generations. As such, we recognize our responsibility to minimize negative impacts on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The Town recognizes that the types of products and services the Town buys have inherent social, human health, environmental and economic impacts, and asks that all vendors and bidders providing and proposing products and services to the Town, be mindful of the Town's commitment to sustainability and provide and propose products and services that embody this commitment whenever possible.
- f) **NONDISCRIMINATION POLICY**: It is the policy of the Town of Cary to promote the fair treatment of all individuals and provide them freedom from discrimination. No member of a protected class shall be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity administered by Cary, including programs or activities that are funded in whole or in part with State or Federal funds, such as Coronavirus State and Local Fiscal Recovery Funds.

6. **HOW TO SUBMIT BID PROPOSALS**:

- a) Upload a complete set of your bid on the **BID PROPOSAL FORM** provided herein to the NC eVP website at [North Carolina electronic Vendor Portal](#).
- b) **NO PHYSICAL, EMAIL OR FAX BIDS WILL BE ACCEPTED.**

7. **BID OPENING**:

- a) The bid opening shall be held virtually via Webex. The meeting is scheduled for 10:00 AM ET. If planning to attend, please join the meeting early in case you have trouble connecting.
- b) All bidders are welcome to attend the bid opening virtually and can be accessed via the following credentials:

Meeting link:

[354-RFB-26-01 Bid Opening](#)

Meeting number:

2338 517 1142

Password:

CCyHKdPN446

More ways to join

Join by video system

Dial 23385171142@carync.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-408-418-9388 United States Toll

Access code: 23385171142

- c) All bids will be opened and read at the time shown on the enclosed Bid Proposal Form. No official award will be made during the Bid Opening. **LATE BIDS WILL NOT BE OPENED OR ACCEPTED.**
- d) Bidders may not review or request copies of bids at the Bid Opening. A request must be submitted to the purchasing supervisor via email.
- e) If you have difficulty joining or trouble with sound contact Webex and provide them the Meeting number.
- f) Bids will be examined by the Purchasing Supervisor and/or Bid Agent of the using department promptly after the opening and an award made as early as possible. No bids may be withdrawn after bid opening.

8. AWARD OF BID:

- a) Standard of Bid Award Acceptance: The Town reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of the Town of Cary. The award shall be made to the lowest, responsive, responsible bidder, or bidders, taking into consideration quality, performance and the time specified in the bid for the performance of the contract.
 - i. Bids prices received will be viewed per option (a group of materials outlined in Attachment 1) total. The lowest price package that is received by a responsive, responsible bidder, as outlined by North Carolina State Statute, will be awarded the bid.
- b) Bid Prices: All items and products proposed in response to this Bid are to be new, in un-used condition unless otherwise noted in the Minimum Specifications. All prices proposed in response to this Bid are to include all transport, freight, fuel surcharges and other fees if applicable and be delivered **FOB destination, freight prepaid and allowed** to the location provided on the Town Purchase Order if not otherwise instructed within the specifications section. All items are to be packaged, and shipped or delivered safely in a protective carton, fully assembled and serviced, ready for use and operation where applicable or otherwise described within the specifications. All supplies, equipment, and apparatus must meet all Federal, State, and Local safety regulations, requirements, and guidelines, such as OSHA, EPA, US DOT, NC-DOT, NFPA, UL, etc., if so regulated.
- c) Order of Precedence: In cases of conflict between sections and provisions within the Bid document, the Order of Precedence will be 1) the Special Conditions section specific to the Bid (if present); 2) the Minimum Specifications section specific to the Bid, 3) the Town of Cary Terms and Conditions; and 4) the Instructions to Bidders section of the Bid document.

- d) Payment Terms: Payment terms of Net 30 days from the date of receipt of correct invoice, or upon acceptance of goods whichever is later, will apply to all invoices. Payment term discounts will be allowed for prompt payments but will not be a consideration for award. All invoices are to be emailed to the Bid Contact.
- e) Bid Award Approval: The Town Manager has delegated authority from the Town Council to award bids for supplies, equipment, and apparatus greater than \$90,000. Bids will be approved and awarded by the Town Manager or designee upon the recommendation by the Procurement Department.

9. OBJECTION TO THE SPECIFICATIONS:

It is not the intent of the bid specifications to exclude or limit competition or favor any supplier. If there is an objection to any of the specifications or requirements listed herein, the bidder must notify the Town of Cary Purchasing Supervisor, in writing, stating and listing the specifications and objections, no later than five (5) working days prior to the bid opening date. If a pre-bid meeting has been scheduled, any objections must be presented in writing at that time. The objections stated must pertain both to form and substance of the bid document. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the bidder to protest the solicitation. All concerns, questions, clarifications, or other correspondence must be directed only to the Town of Cary Assistant Manager of Purchasing & Contracts. Information obtained from other sources will not be considered in the evaluation and award of this bid.

10. ERRORS IN BIDS:

Bidders or their authorized representatives are expected to understand the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidders' own risk. In case of an error in the extension of prices on the bid, the unit price shall govern.

11. BID OPTIONS:

The Town reserves the right to request pricing on optional equipment or additional items along with the pricing for the main or primary product or items when applicable. At the discretion of the Town, some or all the options requested may or may not be added and purchased based upon necessity and the availability of budgeted funds. The Bid Award will be made to the lowest, responsive, responsible bidder for the main or primary product or items listed on the Bid Proposal Form. Pricing for any additional options will be requested in a separate section of the bid and will not be included in the determination of the Bid Award.

12. QUANTITIES:

The Town of Cary reserves the right to adjust quantities as needed, and to add additional items and/or products as needed, as determined to be in the best interest of the Town. The quantities stated herein, for term or multi-year contracts are estimated, and may change to be more or less over the term of the contract.

13. TRADE SECRETS:

This Bid document and all Bidders' responses and proposals received are considered public information, except for trade secrets specifically identified in writing by the Bidder, which will be handled according to State Statute or other laws. Any section of the bidder's response package that is deemed to be a trade secret by the bidder shall be submitted in an envelope clearly marked "**TRADE SECRET INFORMATION- DO NOT DISCLOSE.**" The Town shall make a good faith effort to protect such confidential information.

14. BID TABULATIONS:

Bidders wishing to obtain a bid tabulation prior to the award of the bid may view and download tabulations from the North Carolina electronic Vendor Portal (eVP) website at [eVP](#). Tabulations should be posted within 48 hours (two workdays) after the public bid opening. From the Town's homepage, select the following in order to view bid tabulations: Business and Development, Bids and Proposals, select the link to the North Carolina Interactive Purchasing System, Search Bid Number, enter the desired bid number, and select Search. Bid tabulations only reflect the bids as read at the time of the bid opening and should not be considered an award. It is the Town's policy to furnish bid tabulations to all bidders.

15. INVOICING:

For prompt payment all invoices must include an accurate Purchase Order Number. Please submit invoices to electronically to the Bid Contact or Submit.Invoices@carync.gov as a PDF attachment. Invoices not submitted following these instructions will result in delayed payment.

16. TERMS AND CONDITIONS:

Acceptance of the Town's Purchase Order includes acceptance of all applicable Terms and Conditions. The Town's Purchase Order Terms & Conditions are provided below for your information.

**TOWN OF CARY
PURCHASE ORDER TERMS AND CONDITIONS**

By acceptance of the Purchase Order to which these terms are attached ("Purchase Order"), the vendor or Seller, ("Seller"), declares that the goods or services ("Goods and/or Services") Seller is to provide pursuant to the Purchase Order shall be provided according to the following terms and conditions:

1. Purchase Order Number: The purchase order number must appear on all invoices, packing slips, correspondence, and bills of lading. Cary shall not be responsible for Goods and/or Services provided without a purchase order.
2. Invoices: Each purchase order shall be invoiced separately. Invoices for partial shipments will be accepted and final invoices shall indicate completion of order. The Purchase Order Number shall be referenced on all invoices.
3. Sales Tax: Cary's purchase orders do not show North Carolina (NC) sales tax; however, Cary is not tax exempt and does pay NC sales tax. NC sales tax must be listed separately on the invoice. Cary does not pay Federal Excise Tax.
4. Risk of Loss: The risk of loss and damage to Goods which are the subject of this order shall remain with the Seller until Goods are delivered to the destination set out in the order and accepted by Cary.
5. Quantity: The specific quantity ordered must be delivered in full and will not be changed without Cary's consent. Any unauthorized quantity is subject to rejection and return at Seller's expense.
6. Freight And Packaging: Price quotations shall include freight, transportation, shipping, handling and similar charges. Collect freight shipments shall be refused. Seller shall absorb any increase in rates becoming effective after the date of Purchase Order. Seller agrees to assume and pay all extra expense occurring on account of improper packaging.
7. Failure to Deliver. If Seller fails to provide Goods and/or perform Services as and when specified, Cary reserves the right to cancel the order, or any part thereof, without prejudice to its other rights, and Cary may return part or all of any shipment so made and may charge Seller with any loss or expense sustained as a result of such failure to provide.
8. Cash Discounts: All cash discounts shall be effective from the date of actual receipt of a correct and approved invoice by Cary.
9. Responsibilities of Seller. Seller represents and warrants that it is fully qualified, skilled, and capable of providing the Goods and/or Services in a fully competent, professional, and timely manner; shall provide Goods and/or Services in accordance with industry standards; shall use best efforts and exercise reasonable care and diligence in providing Goods and/or Services and shall act in the best interest of Cary; perform other actions required to remain in good standing with the North Carolina Secretary of State; and possesses all necessary qualifications, licenses, and certifications. Seller shall be responsible for all errors, omissions, or mistakes in providing Goods and/or Services and shall correct at no additional cost to Cary any and all errors, omissions, or mistakes.
10. Insurance: If Seller is to provide Services of any kind pursuant to Purchase Order, Seller shall maintain at its own expense: (a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, property damage, and personal advertising and injury; Cary shall be named as additional insured, and a waiver of subrogation shall be included. (b) Professional Liability insurance in an amount not less than \$1,000,000 per claim - if providing professional services; (c) Workers Compensation Insurance as required by the general statutes of the State of North Carolina or as required per state law and Employer's Liability Insurance not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit. A waiver of subrogation shall be included; (d) Commercial Automobile Insurance applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 combined single limit as applicable. Cary shall be named as additional insured, and a waiver of subrogation shall be included; (e) Umbrella/Excess Liability Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Cary

shall be named as additional insured, and a waiver of subrogation shall be included, or the policy shall state it is follow form. Certificates of Insurance shall be furnished prior to the commencement of Services.

11. State and Federal Funds. Seller shall work in good faith with Cary to meet requirements imposed by the federal or state government or other funding entity if grants are used to fund any portion of a purchase order. If the source of funds is Federal funds, the following Federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable), unless a more stringent State or local law or regulation is applicable: Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); Record Retention Requirements (2 CFR § 200.324); Prohibition on Certain Telecommunications and Video Surveillance Goods and/or Services or Equipment (2 C.F.R § 200.216); Domestic Preferences for Procurements (2 C.F.R § 200.323); Employment Eligibility Verification (FAR 52.222-54); and Whistleblower protections (41 U.S.C. 265 and 10 U.S.C. 2408). Seller further represents that, prior to accepting any purchase order that is funded by Federal funds, Seller:

- a. Is not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Government agency and not included in the Excluded Parties List System;
- b. Has not, within the preceding three-years, been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property; and
- c. Is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property.

12. Indemnification.

- a. Indemnification; General. To the fullest extent permitted by applicable laws and regulations, Seller shall indemnify, protect, defend, and hold harmless Cary, its elected officials, officers, employees, agents, and volunteers (collectively, "Cary Indemnitees") from and against any and all claims, costs, civil penalties, fines, losses, liabilities, injuries (including death), demands, damages (including but not limited to all professionals' fees and charges and all court or other dispute resolution costs), actions, causes of action, suits, proceedings, judgments, and expenses, including reasonable attorneys' fees, court costs, and other legal expenses and including, without limitation, those costs incurred at the trial and appellate levels and in any bankruptcy, reorganization, insolvency, or similar proceeding and other legal expenses (collectively and separately, "Claims") by whomsoever brought or alleged, arising out of, resulting from, or in connection with:
 - i. The provision of Goods and/or Services by Seller;
 - ii. Any breach or violation by Seller of any applicable law or regulation; or
- b. Indemnification; Intellectual Property. Seller shall indemnify, protect, defend, and hold harmless Cary Indemnitees from and against any and all Claims arising out of, related to, or resulting from any claim, action or proceeding by a third party alleging that any deliverables or work product created or reduced to practice by or on behalf of Seller in connection with providing the Goods and/or Services, or any use of such deliverables or work product, infringes or misappropriates or otherwise violates any intellectual property right (including, without limitation, any patent, copyright, trademark, or trade secret) or other proprietary right of any third party.

13. No Consequential or Indirect Damages. Except for Seller's indemnification obligations hereunder or any

liability arising out of Seller's negligence, willful misconduct, violation of law, or infringement or misappropriation of intellectual property rights, in no event shall either Party be liable to the other for consequential, indirect, incidental, special, exemplary, punitive or enhanced damages, lost revenues or diminution in value, arising out of, relating to, or in connection with Seller's provision of Goods and/or Services, regardless of whether such damages were foreseeable, whether said Party was advised of the possibility of such damages, and the legal or equitable theory upon which the claim is based.

14. Public Records and Dissemination of Information. Seller acknowledges that records in the custody of Cary are public records and subject to public records requests. Cary may provide copies of such records, including copyrighted records, in response to public record requests.

Seller shall not publicly disseminate any information concerning the provision of Goods and/or Services to Cary without prior written approval from Cary. Any approval given by Cary may be given with certain stipulations, such as Cary participation in the creation of the public product or Cary review and the option to refuse public release of the final product(s) should such product(s) fail to meet Cary's standards and goals. Publicly disseminate means, but is not limited to, electronic, video, audio, photographic, or hard copy materials serving as, in whole or part, advertising, social media posts, sales promotion, professional papers or presentations, news releases, articles, or other media products, and/or Seller's business collateral pieces. Notwithstanding the foregoing, with Cary's written consent, Seller may list Cary as a reference in response to requests for proposal and may identify Cary as a customer in presentations to potential customers. Any permitted use of Cary's trademarked materials (including, without limitation, Cary's logo in its various forms) must be in compliance with the guidelines outlined at <https://brand.carync.gov/>.

15. Documents and Deliverables. If Seller's provision of Goods and/or Services results in the creation of drawings, specifications, plans, surveys, reports, technical memoranda, testing protocol, designs, electronic databases, written materials, work papers, manuals, and other documents or instruments identified as 'Deliverables' herein or which, by their nature, are to be owned by Cary, Cary shall be granted, at no additional cost, ownership of all such Deliverables. Cary is and will be the sole and exclusive owner of all right, title, and interest in and to all Deliverables and associated work product, including all Intellectual Property Rights therein. Seller acknowledges and agrees that any and all work product that may qualify as "work made for hire" as defined in the Copyright Act of 1976 (17 U.S.C. § 101) is hereby deemed "work made for hire" for Cary and all copyrights therein shall automatically and immediately vest in Cary. In the event Seller creates Deliverables or work product that requires a license, Seller will convey with the ownership of Deliverables or work product, a perpetual license required for the operation of the Deliverables or work product.

Seller shall provide all Documents and Deliverables in electronic form to the Cary in read-only MS-Windows compatible format (including either screen readable .pdf or HTML formats). In addition, all drawings shall be CAD generated and shall be provided on electronic media downloadable onto an AutoCAD based system. All Deliverables (draft and final) intended for presentation on Cary's website must be provided in a manner and format compatible, consistent, and in compliance with the U.S. Department of Justice's current accessibility requirements applicable to local government websites and all Cary technology standards, including but not limited to such material must be provided in screen readable PDF or HTML versions, be screen-reader friendly and contain alternate text tags of no more than 34 characters. In the event that Seller notices any errors in electronic data provided to the Cary under this Agreement, Seller shall immediately notify Cary, and if Seller provided such electronic data, Seller shall immediately replace same with correct versions thereof.

16. Independent Seller. Seller is acting as an independent Seller, and not as an employee, partner, or agent of Cary. Seller has no authority to commit, act for or on behalf of Cary, or to bind Cary to any obligation or liability. Seller shall not be eligible for and shall not receive any employee benefits from Cary and shall be solely responsible for the payment of all taxes, FICA, federal and state unemployment insurance contributions, state disability premiums, and all similar taxes and fees relating to the provision of Goods and/or Services by Seller.
17. Nondiscrimination. To the extent permitted by law, neither Party, their officers, employees, Sellers, agents, successors, or permitted assigns shall discriminate against any member of a protected class as defined by Federal, State, or local law, including Wake County Code of Ordinances Section 34.01.

18. Compliance with Applicable Law; Conduct. In providing Goods and/or Services, Seller and its officers, employees, agents, and subSellers shall comply fully with all applicable Federal and State laws and regulations, including but not limited to Article 2, Chapter 64, of the North Carolina General Statutes regarding verification of work authorization; and laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. §§ 14-234, 133-1, and 133-32.

Seller's officers, employees, agents, and subSellers who come onto Cary property to provide Goods and/or Services shall comply with the same health and safety requirements that Cary has implemented for its employees through ordinance, policy, procedure, directive of the Cary Manager, or other means, as may be amended or enacted from time to time.

19. No Waiver of Immunity. Nothing in these terms shall be construed to mandate purchase of insurance by Cary pursuant to N.C.G.S. § 160A-485 or to in any way waive Cary's defense of governmental immunity from any cause of action alleged or brought against any Party for any reason if otherwise available as a matter of law.

20. Severability. If any provision of these terms are held as a matter of law to be invalid or unenforceable by a court of competent jurisdiction, the remainder of the terms shall remain enforceable, and such invalid or unenforceable provision shall be enforced by such court to the maximum possible extent, provided that both Cary and Seller preserve the substantial benefits of the terms.

21. Survival. All representations, indemnifications, and other terms and conditions of these terms which by their nature should survive the completion of the provision of Goods and/or Services by Seller shall survive completion of the provision of Goods and/or Services by Seller.

22. Jurisdiction. These terms shall be governed by the substantive provisions of North Carolina law without regard to conflict of laws provisions. The Parties agree that any legal action or proceeding with respect to the provision of Goods and/or Services by Seller shall be brought exclusively in the State courts of Wake County, North Carolina.

23. Performance of Government Functions. Nothing contained herein shall be deemed or construed so as to restrict or inhibit Cary's police powers or regulatory authority.

CONSTRUCTION SERVICES

If the Purchase Order governed by these terms is for the provision of construction Services, Seller shall provide such Services in compliance with the following terms and conditions in addition to the preceding terms and conditions:

1. Seller represents and warrants that it possesses all necessary licenses and certifications including those required by required trades.
2. All Services shall be accomplished so as to minimize inconvenience to Cary.
3. Access as required by Cary shall be maintained by Seller throughout construction.
4. Seller shall keep the work site free from accumulations of waste materials and rubbish caused by Seller and its employees or the Services at the end of each day and, at the completion of the Services, shall remove all rubbish, waste, tools, scaffolding, and surplus materials and shall leave the site "broom clean" or its equivalent. Seller shall provide signs, barricades, and warning devices to ensure safe passage of both vehicular and pedestrian traffic at all times, if applicable.
5. Seller shall make provision for protecting structures and property and surrounding area from damages arising out of or related to performance of the Services and shall fully restore the site and surrounding area in the event of such damages.
6. All damage to the site or to adjacent property shall be repaired or replaced by Seller to the satisfaction of Cary or to any affected adjacent property owner.
7. The Seller shall not permit any tolls, equipment, or premises involved in the performance of the Services to be used in a manner that would endanger its safety, intended performance, or configuration while

under construction.

8. Unless a specific warranty is provided for a greater period of time, all Services are warranted and guaranteed to be free of defects in materials, equipment, and workmanship for a period of one (1) year following acceptance of the Services by Cary. Any and all manufacturers' warranties shall be assigned to and provided to Cary at the conclusion of Work.
9. If Services performed are subject to N.C.G.S. § 143-128(f1) and a dispute arises with an amount in controversy that exceeds \$15,000.00, Seller shall participate in the Town's dispute resolution process.

INFORMATION TECHNOLOGY SERVICES

If the Purchase Order governed by these terms is for the provision of information technology Services, Seller shall provide such Services in compliance with the following terms and conditions in addition to the preceding terms and conditions:

1. Seller Warranties. Seller represents and warrants that:
 - a. For the duration Services are being provided, the Services will fully comply all applicable federal, state, and local laws and regulations, that the functionality of the Services will not decrease, and that Seller shall promptly either repair or replace any defective Services at no additional charge to Cary. If Seller is unable to totally cure any defective Service within thirty (30) days after receipt of notice from Cary, Cary shall have the right to immediately terminate the Services by written notice to the Seller and to obtain a full refund of the fees paid in connection with the Services (including but not limited to any implementation, maintenance, and training fees).
 - b. Seller owns all right, title and interest in and to the Services and has full legal right to license all the Intellectual Property Rights necessary to grant any applicable licenses in the Services, providing Services will not violate or constitute a breach of any agreement binding upon Seller, and as of the date on which Seller provides the Services there is no claim or litigation regarding Seller's ownership or the right to license all the Intellectual Property Rights necessary to grant any applicable licenses in the Services.
 - c. Seller's performance and the Services to be provided hereunder shall comply with all applicable rules, regulations related to privacy, confidentiality, consumer protection, electronic mail, and data security, including, as applicable, the Health and Insurance Portability and Accountability Act of 1996 (42 U.S.C. §1320d) ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act of 2009 (42 U.S.C. §17935) ("HITECH Act"), the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5) ("ARRA"), if applicable, the California Consumer Privacy Act of 2018 (Cal. Civ. Code. §1798.100 et seq.) ("CCPA") (and as amended from time to time, including the California Privacy Rights Act of 2020, when in effect),(collectively, the "Privacy and Security Laws").
 - d. Seller's Services complies with Section 508 of the Rehabilitation Act of 1973, as amended, with respect to accessibility for individuals with disabilities, if applicable. If Cary receives a complaint or concern regarding the accessibility of the product or service, Seller agrees to promptly responds and resolve such concerns. Seller further agrees to indemnify and hold Cary harmless for any claims arising from the inaccessibility of its product or service.

If the information technology Services being provided involve Seller hosting or accessing Cary data or systems, Seller shall provide such Services in compliance with the following terms and conditions in addition to the preceding terms and conditions:

2. Security Breaches
 - a. If Seller discovers, suspects, or is otherwise made aware of (a) any unauthorized disclosure of, use of, or access to Cary data or systems, or any other compromise of Cary data or systems ("Security Breach"), or (b) any condition that is likely to result in Security Breach, Seller shall promptly report (but in no event more than twenty-four (24) hours following discovery or suspicion) the Security Breach or likely Security Breach to Cary.
 - b. Seller shall mitigate, in a timely manner and to the extent practicable, any harmful effects of any

Security Breach. Seller shall cooperate with Cary in investigating and responding to any Security Breach, including, without limitation, observing any reasonable requests made by Cary to ensure compliance with applicable law, and providing any notices that Cary deems appropriate.

- c. To the extent any Security Breach is attributable to a breach by Seller or Seller personnel, and applicable law requires Cary, or other affected individuals be notified of a security incident involving Cary Data, Cary shall have the exclusive right to determine whether notice will come from Cary or Seller. In any event, the content, timing, and other details of the notice are subject to Cary's approval, in Cary's sole discretion.
 - d. Seller shall bear the costs incurred in complying with its legal obligations relating to the Security Breach, and in addition to any other damages for which Seller may be liable under this Agreement, Seller shall bear the following costs which may be incurred by Cary in responding to the breach, to the extent applicable: (a) the cost of providing notice to affected individuals, government agencies, credit bureaus, and other required entities (which may include, without limitation, print services, postage, and obtaining contact information for affected individuals); (b) the cost of providing affected individuals with credit monitoring services and identity theft mitigation services for a specific period to the extent Cary determines the incident could lead to a compromise of the affected individuals' credit or credit standing or identity theft, or if required by applicable law; (c) the cost of call center support for affected individuals; (d) forensics services; (e) fines imposed by credit card associations, merchant banks or financial account institutions and costs passed on by individual card companies, banks, and other financial institutions; (f) the cost of any other measures required under applicable law; and (g) any other losses for which Seller would be liable under the Agreement.
3. Cary Data Portability. Upon the completion of Sellers provision of Services, Seller will make all Cary data available to Cary for export or download in commercially accessible formats at no cost to Cary. Seller shall not delete or destroy any Cary data in its systems or otherwise in its possession or control, unless and until it has received written acknowledgment from Cary that Cary has exported or downloaded Cary data it requires.

MINIMUM SPECIFICATIONS

1. DEFINITIONS:

D/T: Dilutions-to-threshold

MATERIAL: The items included within the scope of this bid

CONTRACTOR: The awarded bidder

FRP: Fiberglass-reinforced plastic

H₂S: Hydrogen Sulfide

HDPE: High-density polyethylene

Organic Media: Media composed of compost and wood-chips

Inorganic Media: Refractory synthetic media that is not plastic, i.e. lava rock

Manufacturer: The term "Manufacturer" as used in this specification will refer to the manufacturer of the biofilter system or the manufacturer's authorized representative

NH₃: Ammonia

SCFM: standard cubic feet per minute

PPM: Parts per million

2. GENERAL:

These specifications have been written on behalf of Cary's Western Wake Regional Water Reclamation Facility (WWRWRF) to purchase and have installed:

- Removal and replacement of activated carbon media and liners (MATERIAL), which has reached the end of its useful life

In addition, the selected MATERIAL shall adhere to all the following minimum specifications.

- All MATERIAL shall be installed by an authorized and experienced vendor (CONTRACTOR)
- Any discrepancy falling below these specifications must be approved in advance during the Question and Answer Period (see schedule on page 3)
 - The bidder shall send their question to the bid contact where it will be reviewed and answered in the form of an addendum at the conclusion of the Q&A Period
- The specifications were not written to intentionally eliminate any one bidder. These minimum specifications were written to accommodate Town standard operating procedures and those of the original equipment manufacturer
- Shipping, handling, and any other applicable fees shall be submitted separately on the Bid Submittal Form. Any price discrepancies outside of the submitted bid will be at the bidders' expense
- All installation & startup costs should be submitted as a separate line item on the bid submittal and not factored into the item price
 - Any price discrepancies outside of the submitted bid will be at the bidders' expense
- It is our intent to have a fully functioning system provided to us as required under the environmental

conditions as specified

- Any additional equipment and labor required to provide us a working system that fall outside of the submitted bid price will come at no additional cost to the Town of Cary

3. DRAWINGS

Section not used.

4. MEDIA HANDLING, PRECAUTIONS, INSTALLATION, REMOVAL:

4.01 GENERAL

The system is supplied with 110,000 pounds of Activated Coconut Carbon media.

Carbon Support System: Carbon support system includes polypropylene carbon support membrane, supported by fiberglass grating, supported by fiberglass beams. Carbon support system design safety factor of 300 percent.

Supports: 4" vinyl ester channel, evenly spaced in vessel

Grating: 2" mesh x 2" depth vinyl ester FRP. Pieces will be removable. Designed to withstand 300 lb/ft² with a maximum deflection of 1/4"

Screen: 1/8" thick x 1/8" diameter perforated corrosion resistant polypropylene carbon retaining screen.

4.02 ACTIVATED CARBON

A. General:

Activated carbon shall be virgin, granular, derived from coconut shell, vapor phase type activated with high temperature stream, suitable for control of wastewater related odors.

B. Detail:

CC14 (Carbon Tetrachloride) number percent by weight, minimum (per ASTM D3467) as performed on substrate carbon	60 min
Hardness number, minimum (per ASTM D3802)	98
Maximum moisture content, percent by weight (per ASTM D2867)	3%
Apparent density, minimum (per ASTM D2854)	0.51 g/cc
Maximum temperature in Vessels	105 F
Maximum Face Velocity in Bed, fpm	70
Minimum Empty Bed Detention Time, sec	3.0
Bed Thickness, ft	3.0
Maximum head loss through bed at 50 fpm linear velocity, in. water/ft bed depth	1.5"/ft
H2S breakthrough capacity, minimum	0.01-0.04 gH2S/cc
Maximum H2S outlet at <1ppm inlet, ppm	.001

Maximum H2S outlet at 1-10 ppm inlet, ppm	0.1
Minimum H2S removal at > 10 ppm inlet, %	99.9

4.03 SHIPPING

(64) 1000 Pound Bags-(32) Pallets and (45) 1100 Pound Bags-(28) Pallets

4.04 CARBON MEDIA DELIVERY UNLOADING AND ONSITE STORAGE

MATERIALS delivered onsite should be properly unloaded and stored to avoid damage. Media in supersacks should only be lifted by all of the top straps or by an intact pallet. Visually inspect the supersack for damage that will prevent it from lifting by the straps. If minimal damage is present shrink wrap can be used to support the supersack. Once unloaded, the MATERIALS should be stored in a dry shaded area that will protect the supersack and the MATERIALS from damage. MATERIALS should be covered to prevent UV damage to the supersack as well as protection from rain.

4.05 INSTALLATION

A. BEFORE INSTALLATION

1. Visually inspect the vessel interior and support beams for any defects. Ensure that the grating is secured to the support beams.
2. Visually inspect that the polypropylene screen covering the grating is intact. The strips of screen should be slightly overlapping each other, and extend approximately 6" past where the grating meets the vessel wall.
3. Mark the required bed depth to ensure proper fill.

B. INSTALLATION

1. MATERIALS can be either dumped into each media bed directly from the sack, or can be pumped. Begin by carefully loading the first bit to ensure that the screen and grating stay intact and do not allow any MATERIALS to fall through. Use extra caution until the media depth is at least above the screen that extends up the vessel wall.
2. Each bed will include approximately 13,750 pounds.

4.06 MATERIALS REMOVAL

A. TO REMOVE MATERIALS:

1. Disconnect influent duct.
2. Remove media access flanged/gasket bolts, lift and remove lid.
3. Use appropriate media pneumatic vacuum system to suck MATERIALS from vessel following vacuum equipment guidelines.
4. Once MATERIALS is removed, inspect internal and media containment system for wear, damage, or deformation. Contact ENDURO COMPOSITES if replacement is required.
5. Dispose of spent MATERIALS in appropriate and approved manner.
6. Install fresh MATERIALS as described above.
7. Check gasket for wear or damage and replace if required.
8. Replace lid and reconnect lid bolts.
9. Reconnect influent duct and follow system start up procedures.

4.07 SAFETY PRECAUTIONS

Oxygen Demand Created by Activated Carbon in Confined Vessels

It has been confirmed that wet granular activated carbon confined in vessels creates an oxygen demand, which is hazardous to human health and can cause death unless proper safety precautions are taken.

Studies conducted in vessels have shown that low oxygen content exists in vessels containing wet carbon. Laboratory experiments conducted also have revealed that commercial activated carbons in a wet or moist condition will lower the oxygen content of an isolated space. Preliminary indications of this research are:

- The phenomenon occurs with wet activated carbon of all common types.
- The rate of oxygen uptake naturally varies with the degree of exposure of the wet carbon to the air. Thus it is relatively rapid in a drained enclosure.
- There is some indication of a limit to carbon's capacity for oxygen, but until more is known, it would be prudent to assume that all carbon (fresh, used, reactivated) will also exhibit this characteristic. Similarly, although these tests were run with water, it should be assumed that the phenomenon would occur in other liquid and vapor systems.

All confined spaces, including those containing activated carbon, should be presumed to be hazardous. Appropriate safety measures should always be taken before entering, as well as when workers are in, a confined space. OSHA regulations applicable to respiratory protection in oxygen-deficient atmospheres should be strictly adhered to

4.08 MSDS

MATERIAL SAFETY DATA SHEET

SECTION 1-IDENTIFICATION

CHEMICAL NAME : CARBON
COMMON NAME : ACTIVATED CARBON
TYPE : Coconut Shell Granular Activated Carbon (4mm)
CHEMICAL FORMULA : C

SECTION 2- HAZARDOUS INGREDIENTS

CHEMICAL	%	PEL (OSHA)	TLV (ACGIH)	OTHER
CARBON	100	N/A	N/A	N/A

CAUTION SHOULD BE TAKEN FOR A RESPIRABLE DUST. THE ACGIH TWA FOR RESPIRABLE DUST IS 1.0mg/M3.

CARCINOGENIC PROPERTIES: NONE

SECTION 3- PHYSICAL DATA

DESCRIPTION: ODORLESS BLACK SOLID GRANULES.

VAPOR PRESSURE: N/A

MELTING POINT: 6656 F (3680 C)

APPARENT DENSITY: 0.3 TO 0.6gm/cc

BOILING POINT: 7592 F (4200 C)

SOLUBILITY: STABLE

EMPHASIZE PROTECTION AGAINST REPETITIVE OR LONG TERM EXPOSURE TO CARBON DUST INHALATION.

SECTION 4- FIRE AND EXPLOSION HAZARD DATA

FLASH POINT: N/A

EXTINGUISHING MEDIA: WATER, FOAM, CO₂, OR DRY CHEMICAL. SPECIAL FIRE

FIGHTING PRECAUTIONS: NONE

UNUSUAL FIRE AND EXPLOSION HAZARDS: CONTACT WITH STRONG OXIDIZERS MAY RESULT IN FIRE.

SECTION 5-REACTIVITY DATA

STABILITY: STABLE CONDITION

TO AVOID: NONE

INCOMPATIBILITY: AVOID CONTACT WITH STRONG OXIDIZERS.

HAZARDOUS DECOMPOSITION PRODUCT: CARBON MONOXIDE MAY BE FORMED IN THE EVENT OF A FIRE.

SECTION 6-HEALTH DATA

ROUTE(S) OF ENTRY:

**INGESTION: THIS PRODUCT IS NON-TOXIC THROUGH
INGESTION THE ACTIVE ORAL LD 50 (RAT) IS >10 gm/kg.**

**INHALATION: THE PHYSICAL NATURE OF THIS PRODUCT MAY IRRITATE THE
RESPIRATORY SYSTEM. THE ACUTE LC50 (RAT) IS >64.4 mg/L (NOMINAL
CONCENTRATION)**

**DERMAL EXPOSURE: THIS MATERIAL IS NON-TOXIC THROUGH SKIN
ABSORPTION.**

**ACTIVATED CARBON IS NOT A PRIMARY SKIN IRRITANT. NO
SENSITIZATION EFFECTS ARE KNOWN.**

**EYE IRRITATION: THE PHYSICAL NATURE OF THIS PRODUCT MAY PRODUCE EYE
IRRITATION.**

**FIRST AID: IN CASE OF EYE CONTACT FLUSH WITH WATER FOR AT LEAST 15
MINUTES.**

**OTHER: THE EFFECTS OF CHRONIC AND SUBCHRONIC EXPOSURE HAVE NOT
BEEN DETERMINED. SAFE HANDLING ON A LONG TERM BASIS SHOULD
EMPHASIZE PROTECTION AGAINST REPETITIVE OR LONG TERM
EXPOSURE.**

SECTION 7-SPILL OR LEAK PROCEDURE

**IF THE MATERIAL IS RELEASED OR SPILLED: UNUSED PRODUCT SHOULD BE SWEEPED UP AND
DISCARD OR REPACKAGED.**

WASTE DISPOSAL METHOD:

UNUSED CARBON MAY BE DISPOSED OF BY ANY APPROPRIATE MEANS. USED PRODUCTS MAY CONTAIN HAZARDOUS CHEMICALS OR EXHIBIT HAZARDOUS PROPERTIES THAT MAY HAVE TO BE EXAMINED TO DETERMINE APPROPRIATE DISPOSAL METHOD. THIS PRODUCT MUST BE DISPOSED OF IN ACCORDANCE WITH ALL FEDERAL, STATE, AND LOCAL REGULATIONS.

SECTION 8- HANDLING AND STORAGE

EYE PROTECTION: SAFETY GLASSES OR GOGGLES RECOMMENDED.

PROTECTIVE

GLOVES: RECOMMENDED.

OTHER PROTECTIVE CLOTHING: NONE REQUIRED.

RESPIRATORY PROTECTION: A HIGH EFFICIENCY PARTICULATE FILTER IS RECOMMENDED WHENEVER EXCESSIVE DUST MAY BE GENERATED.

VENTILATION: LOCAL EXHAUST IS RECOMMENDED SUFFICIENT TO CONTROL DUST.

WORK/HYGIENIC: WASH THOROUGHLY AFTER HANDLING.

SECTION 9 - TRANSPORTATION DATA

PROPER SHIPPING (Article) NAME: STEAM ACTIVATED CARBON, NON-REGULATED OR CARBON, ACTIVATED, NON-REGULATED

DOT CLASSIFICATION: NMFC 40560 / DOT MARKING: N/A / DOT PLACARD: N/A TERM EXPOSURE TO CARBON DUST INHALATION.

SECTION 10 – DANGEROUS GOODS REGULATION

ACTIVATED CARBON IS NOT CLASSIFIED AS DANGEROUS GOODS AS PER UN NO 1362, CLASS OR DIVISION 4.2, PACKING GROUP III, SPECIAL PROVISIONS 925.

SPECIAL PROVISION 925: THE PROVISIONS FOR THIS CODE DOES NOT APPLY TO:

A CONSIGNMENT OF CARBON IF IT PASSES THE TEST FOR SELF HEATING SUBSTANCES AS REFLECTED IN THE UN MANUAL OF TEST AND CRITERIA (SEE SEC. 33.3.1.3.3) AND IS ACCOMPANIED BY A CERTIFICATE FROM LABORATORY ACCREDITED BY THE COMPETENT AUTHORITY, STATING THAT THE PRODUCT TO BE LAOED HAS BEEN CORRECTLY SAMPLED BY TRAINED STAFF FROM THAT LABORATORY AND THAT THE SAMPLE WAS CORRECTLY TESTED AND HAS PASSED THE TEST. EMPLOYERS SHOULD USE THIS INFORMATION ONLY AS SUPPLEMENT TO OTHER INFORMATION GATHERED BY THEM AND SHOULD MAKE INDEPENDENT JUDGEMENT OF SUITABILITY OF THIS INFORMATION TO ENSURE PROPER USE AND PROTECT THE HEALTH AND SAFETY OF THEIR EMPLOYEES. THIS INFORMATION IS FURNISHED WITHOUT A WARRANTY AND ANY USE OF THE PRODUCT NOT IN CONFORMANCE WITH THIS MATERIAL SAFETY DATA SHEET OR IN COMBINATION WITH ANY OTHER PRODUCT OR PROCESS IS THE RESPONSIBILITY OF THE USER.

PRECAUTIONS TO BE TAKEN IN TRANSPORTATION: N/A

OTHER CAUTION: WET ACTIVATED CARBON REMOVES OXYGEN FROM THE AIR CAUSING A SEVERE HAZARD TO WORKERS IN REQUIRED SPACE. SAMPLING AND WORK PROCEDURES FOR

LOW OXYGEN LEVELS SHOULD BE TAKEN WHENEVER WORKERS MAY BE ENTERING CARBON VESSELS ENCLOSED OR CONFINED SPACE. ALL FEDERAL STATE AND LOCAL REGULATIONS SHOULD BE OBSERVED.

Mesh Liner: The CONTRACTOR shall include with their submitted price for MATERIALS and install a replacement mesh liner. It shall be made from HDPE or polypropylene with ¼" openings and will be installed between the existing media supports and the new media, to prevent MATERIALS from getting into the biofilter drain system. The existing mesh liner is Tenax Cintoflex E. Additional mesh liner specifics to be provided by Manufacturer. CONTRACTOR shall take care not to damage the fiberglass grating which supports the MATERIALS. CONTRACTOR shall be responsible for replacing any damaged grating.

5. SUBMITTALS:

The following documents shall be included with all bids submitted for consideration or at time of sign off (where applicable)

- Product Data
 - Manufacturer's information for system MATERIALS and component equipment
 - Descriptive literature, bulletins, and/or catalogs of the equipment
 - Scrubber design and operation information
 - Media data including, but not limited to:
 - Physical characteristics
 - Liquid hold up data
 - Media quantity and layout
 - Support requirements if additional supports are required
 - Shipping weight
 - Volumetric airflow
 - Media mesh liner characteristics and data sheets
 - Operations and maintenance data
- Irrigation Requirements
 - Irrigation requirements for startup
 - Irrigation requirements for steady state
- System Impedance
 - System impedance (inches water column) for startup
 - System impedance (inches water column) for steady state
- Informational Submittals
 - Manufacturer detailed instructions on installation requirements, including storage and handling procedures
 - Mechanical Commissioning and Startup, acclimation procedures and the layout for temporary piping required during the acclimation period
 - Quality Control Submittal: plans and results of shop tests and inspections
 - Field Quality-Control Submittals: plans and results of CONTRACTOR-furnished tests and inspections
- Qualifications Statement
 - Cary shall only consider CONTRACTORS specializing in the installation of MATERIALS specified in this solicitation with minimum five years' documented experience, including three (3) installations treating ≥5,000 cfm operating for at least three (3) years
 - Bidder shall submit a memo clearly listing the qualifications, installer, and licensed professionals that will be directly involved with the startup of Cary's machinery

- Installations using other than the specified inorganic engineered media are not acceptable
- Manufacturer's approval of installer memo
- Non-Conforming/Alternate Memo
 - A list of non-conforming aspects of this specification, with clear reasoning for deviation must be accompanied with the bid submittal
 - Any alternate specifications or non-conforming aspects to the original bid specification must be approved during the Question & Answer period
 - Failure to do so shall qualify as an unresponsive bid

The following documents shall be provided to Cary by the CONTRACTOR before official sign off and acceptance of the installed MATERIAL.

- Field Measurements
 - Memo verifying field measurements prior to ordering/fabricating MATERIALS
 - Document field measurements on Shop Drawings and submit for approval
- Manufacturer Reports or Memos
 - Letter from the Manufacturer that MATERIALS is installed according to Manufacturer instructions
 - Installation of MATERIALS has been satisfactorily tested
 - MATERIALS and equipment are ready for operation and operating personnel have been suitably instructed in the operation and care of the unit
 - Manufacturer's certificate indicating MATERIALS installed meet or exceed Manufacturer specified requirements and specifically addresses:
 - Pressure loss calculations
 - Proposed irrigation system is adequate for renovated biofilter system
 - A list of Manufacturer provided and recommended spare parts
 - A list of special tools
 - Complete Bill of Materials for all equipment including media replacement
- Closeout Submittals
 - Equipment startup and training documents for approval prior to commissioning
 - Acclimation procedures
 - Training program
 - Performance testing protocol

6. DELIVERY:

Cary expects all MATERIAL associated to this bid to be received by the winning bidder. Not delivered directly to the facility.

- MATERIAL shall be delivered to the Site no greater than ten (10) business days before installation of the new MATERIAL is scheduled.
 - CONTRACTOR shall verify that facility, piping and electrical service are ready to have all MATERIAL installed.
- MATERIAL shall be delivered between the hours of 7:00 AM and 2:00 PM Monday through Friday, excluding holidays. Should constraints prevent delivery within 72 hours of the original scheduled delivery date, the supplier shall contact the Town's primary contact and coordinate delivery as applicable.
- All MATERIAL delivered by the awarded bidder will be delivered to:

ATTN: Josh Cummings
Western Wake Regional Water Reclamation Facility
3500 Reclamation Road
New Hill, NC 27562

- Winning bidder shall coordinate delivery with Josh Cummings, Manager, (919) 810-1505 or via email at josh.cummings@CaryNC.gov.
- CONTRACTOR shall ensure care during loading, transporting, unloading, and handling of MATERIAL to prevent damage of any nature
- All equipment and MATERIALS must be properly protected and maintained such that no damage will occur from the time of shipment until the completion of the installation
- Adequate, but not excessive moisture during mixing, shipping, storage, installation, and operation is critical to maintain media percent moisture and porosity and assure adequate biofilter operation
- Biofilter inorganic media may be stored only for the period allowed by the Manufacturer
- CONTRACTOR is to adhere to the Manufacturer's recommendations for proper storage procedures
- All MATERIAL delivered to the Site shall be in manufacturer's original packaging and inspected for damage. Owner and CONTRACTOR to inspect before unloading at the installation site
- Store MATERIALS on the project Site in enclosures or under protective coverings in accordance with manufacturer's recommendations and as required by the Engineer or Owner
- Protect MATERIALS from moisture and dust by storing in clean, dry location remote from construction operations areas
- Provide additional protection according to Manufacturer instructions

7. REJECTION:

The Town reserves the right to analyze delivered MATERIAL upon arrival at the destination and reject such MATERIAL for failing to meet one or more of the above-mentioned specifications, handling instructions, or quality standards. All freight charges on rejected MATERIAL shall be paid for by the successful bidder.

8. INSTALLATION:

Installation shall follow the plans as indicated on drawings and in accordance with Manufacturer's instructions.

- Town estimates needing thirty (15) days for removal, installation, and startup supervision.
- Bidder shall supply a licensed and/or certified installation professional who is authorized by the manufacturer of the original equipment to oversee installation of MATERIAL in strict accordance with all local, national, and seismic governing codes. Work not in conformance with applicable codes shall be brought into compliance at no additional cost to the Town.
 - The Town may require proof from the Manufacturer of the unit authorizing the representative to perform the installation and startup.
- Furnish labor, materials, equipment, and incidentals required for the installation, startup, and warranty of the complete, biofilter media system as shown on the Drawings and/or as specified.
- CONTRACTOR shall be responsible for removal and disposal of existing media.
- CONTRACTOR shall take care to not damage structures, landscaping, or vegetation adjacent to the Site. CONTRACTOR shall repair or replace any damaged property.
- CONTRACTOR shall limit all staff to project Site. CONTRACTOR shall not allow staff to enter any

buildings or roam around the Site.

- Installation must adhere to the existing footprint and infrastructure available within the space including:
 - Any modifications required shall be accounted for within the submitted bid total price and shall be signed off on by Town personnel before being carried out.
 - Any price differences or additional expenses shall be at the winning bidder's expense.

9. STARTUP AND TESTING:

Startup and testing shall be performed in the presence of the Owner and the Manufacturer or their approved representatives. Cary will not consider the biofilter signed off without formal documentation from its designee stating that we accept the commissioned upgrades as complete. This will include:

- Field Quality Control
 - Inspect for proper operation
 - Inspect for correct pressures, flows, and any leakage
 - Startup of Systems:
 - Manufacturer is responsible and will furnish factory-trained personnel to perform Work
 - Startup will commence following a visual inspection and check out of the systems by the Manufacturer's technical representative
 - Testing:
 - Functional testing prior to system startup
 - Inspect components for proper installation, proper alignment, proper connection, and acceptable operation
 - Manufacturer Services and Training:
 - Furnish services of Manufacturer's representative experienced in installation and testing of products furnished and installed with this Project for not less than three (3) days on Site for installation, inspection, startup, field testing, and instructing Owner's personnel in operation and maintenance of equipment
 - Training to include theory of operation, troubleshooting guidance, recognizing normal and abnormal operating conditions, step-by-step startup and shutdown procedures, and operational limitations
 - Equipment Acceptance:
 - Check control functions and adjust, repair, modify, or replace components as failing to perform as required within these specifications and rerun tests
 - Make final adjustments to equipment under direction of Manufacturer's representative
 - Installation Certificate: From equipment Manufacturer's representative attesting that equipment is properly installed and ready for startup and testing
- Demonstration
 - Demonstrate equipment startup, shutdown, routine maintenance, and emergency repair procedures to Cary personnel

10. WARRANTY:

The Manufacturer warrants the suitability of media for a period of 10-years, provided system is operated in accordance with the Manufacturer's provided Operation and Maintenance Manual.

- In the event of a media failure within the 10-year warranty period, CONTRACTOR will replace and install the media at no expense to Cary
- Identification of failure shall include:
 - Compaction and/or fouling resulting in pressure drop in excess of five (5) times the pressure

drop at startup

- Diminished performance as a result of preferential pathways developing in the media (channeling)
- The 10-year warranty shall start over for the replacement media
- Service technicians must be available within two (2) days of being contacted by personnel

11. REFERENCES:

The bidder shall include a list of local municipalities or state agencies where the MATERIAL being submitted for bid has been installed by the bidder (see attachment 1).



ATTACHMENT 1

MUNICIPAL REFERENCES

Please provide a minimum list of three (3) references of current or prior large municipal water utility to whom the MATERIALS being bid is or has been supplied.

Name of Utility _____
Address _____
Contact Person _____
Telephone _____ E-mail: _____
Delivery Dates _____
Approximate Annual Quantity _____

Name of Utility _____
Address _____
Contact Person _____
Telephone _____ E-mail: _____
Delivery Dates _____
Approximate Annual Quantity _____

Name of Utility _____
Address _____
Contact Person _____
Telephone _____ E-mail: _____
Delivery Dates _____
Approximate Annual Quantity _____