

Resolution No. 12-R-25

**A RESOLUTION AUTHORIZING THE ORDERING OF
SNOW/ICE CONTROL SALT FOR 2012-2013 WINTER SEASON**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of the City of Rolling Meadows, Illinois, that the Public Works Department be authorized to order road salt via the Illinois Joint Purchasing Program for the 2012-2013 winter season at an estimated quantity of 1,000 tons.

Funds are to be derived from Motor Fuel Tax Fund (03) in FY2012 and FY2013 Budgets.

YEAS:

NAYS:

ABSENT:

Passed and approved this 27th day of March 2012.

Tom Rooney, Mayor

ATTEST:

Ginny Cotugno, Deputy City Clerk



ILLINOIS

JOINT PURCHASING REQUISITION

PLEASE RETURN TO:

Illinois Department of
Central Management Services
801 Wm. G. Stratton Building
401 S. Spring Street
Springfield, IL 62706
Fax: (217) 782-5187

Joint Purchasing #: _____

Government Unit: _____

Mailing Address: _____

City / State / Zip: _____

County: _____

Contact Person: _____

Telephone Number: _____

Fax Number: _____

Contact Email: _____
please provide Email Address

Date: _____ / _____ / 2012

Delivery Point

NOTE: COMPLETE ONLY ONE TABLE – Either “Table A” or “Table B” below

TABLE A			
Complete this table to have the State SOLICIT BIDS for your governmental entity			
ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	AMOUNT BUDGETED
AASHTO M143 Road Salt or Equivalent	(Total Tonnage)		(Local Governmental Use Only)
ROAD SALT, BULK (22-25 Ton /Truckload)	_____	TONS	_____
Please note your Purchase Commitment Percentage for total tonnage quantity stated above (you must choose one):			
OPTION 1	_____	80% minimum purchase requirement/120% maximum purchase requirement	
OPTION 2	_____	100% minimum purchase requirement/120% maximum purchase requirement	

TABLE B			
Complete this table to have the State RENEW for your governmental entity (ONLY)			
ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	AMOUNT BUDGETED
AASHTO M143 Road Salt or Equivalent	(Total Tonnage)		(Local Governmental Use Only)
ROAD SALT, BULK (22-25 Ton /Truckload)	_____	TONS	_____
Note: Renewal is available ONLY under contracts 4017034, 4017035, 4017036, 4017037, or 4017038 for the 2012-2013 season. Your quantity may not exceed more than a 20% increase of last season’s quantity, and price cannot increase more than 5% of last season’s price. Other Terms & Conditions of Contract will remain the same as last year. Check renewing contract: Contract 4017034 () Contract 4017035 () Contract 4017036 () Contract 4017037 () Contract 4017038 ()			

I certify that funds are available for the purchase of the items on this Requisition and that such items are for the sole use of this governmental unit, and not for personal use of any official or individual or re-sale.

In addition, I agree to abide by the Joint Purchasing Procedure established by the Department of Central Management Services.

SIGNATURE OF AUTHORIZED OFFICIAL OR AGENT

TITLE



MEMORANDUM

TO: Local Governmental Units Authorized to Participate in Joint Purchasing

FROM: Tim Coleman, Bureau of Strategic Sourcing,
Portfolio Manager – Commodities & Equipment

DATE: February 27, 2012

SUBJECT: Deadline for Submission of Bulk Rock Salt (Sodium Chloride)
Requirements for the 2012- 2013 Winter Season

Action Required!

The State of Illinois, Bureau of Strategic Sourcing is planning to solicit bids for highway ice control (bulk rock salt) in April or May of 2012 for the 2012-2013 winter season.

Additionally, existing contracts (4017034, 4017035, 4017036, 4017037, 4017038) contain a renewal option at the sole option of the State. Therefore, if you are a participant within one of those contracts and if your community's intention is to renew, then this must be identified.

If your unit of government desires to be included in this year's contract solicitation, or wishes to renew under one of the existing contracts with a renewal option, you are required to complete the copy of the attached Joint Purchasing Requisition and return it to the Bureau of Strategic Sourcing no later than 5:00 p.m. March 30, 2012. Your choice is to " BID" or "RENEW", or not to be an active participant in the State's procurement efforts for the 2012-2013 season. Note: Timeframe is firm, and will not be extended.

Note: You may confirm our receipt of your intent by visiting the CMS Joint Purchasing website. This list will be updated on March 9th, 16th 23rd and 30th; and can be found at <http://www2.illinois.gov/cms/localgov/jpp/Pages/Default.aspx>.

The Renewal Process

If your governmental entity is a participant under one of the following contracts (4017034, 4017035, 4017036, 4017037, 4017038); and upon receipt of your stated desire to renew with your updated quantity requirements, the State will work to finalize the renewal on behalf of your governmental entity. Should you choose to renew, all terms and conditions shall remain the same as in the present contract, and you will be able to re-state desired quantities (with cap on quantity increases not to exceed 20% more than your past year's quantity). **Utilize Table B** (only) to indicate your intent to renew and state your desired quantity requirements.

Note: The renewal option is not available under current contracts 4016216, 4016217, 4016218, 0016219, 4016220 and you should **Utilize Table A** (only) to indicate your intent to participate and state your quantity requirements.

The Procurement Process

Should a renewal option not exist, or should you wish to participate in the State's bid process for the 2012-2013 season, complete **Table A** (only) to indicate your intent to participate in the bid process, your minimum purchase requirement, and your desired quantities at 100%.

The State seeks to combine the needs of hundreds of governmental entities across Illinois into a single bid document in an effort to consolidate buying power, and to make it easier for vendors to respond to the individual needs of those hundreds of communities through a single bid response. Award is to the lowest responsible bidder meeting the terms & conditions of the solicitation. A single contract is completed for each vendor for all locations awarded through the competitive process. Each governmental unit places its own orders with the vendor in compliance with the contract.

CMS does not set pricing, nor does CMS buy salt for resale. Vendors offer pricing under a competitive bid process, in accordance with the Illinois Procurement Code and rules and the Illinois Joint Purchasing Act. CMS strives to utilize a consistent approach, to the greatest degree possible, in seeking to achieve as competitive of a process as possible.

Anticipated Terms – for the 2012-2013 Solicitation

This section applies to those units of government participating in the joint purchase of rock salt contract solicitation. Renewing entities will be governed under the existing contract(s). All participants will be required to abide by the respective contract terms and conditions. The major terms for the 2012-2013 season are expected to be as follows:

1. Rock salt specification shall be in accordance with AASHTO Specification M143, Sodium Chloride Type 1, Grade 1, or an acceptable approved alternate.
2. Quantities shown in the invitation for bid are estimates only. The total ton quantity submitted shall be considered sufficient to service the seasonal needs of the local governmental unit, and may be adjusted as stated herein.
3. The purchase percentage agreement is consistent with last season's bid. We are asking local government to identify their purchase percentage commitment (choose one) on the Requisition Form. (Table-A Option)
 - 3.a. When submitting rock salt estimated usage for next winter, local governmental unit shall agree to purchase at least 80% of the amount; and the vendor shall agree to furnish not less than 120% of the awarded tonnage amount. (Please make selection on Requisition Form)

OR

- 3.b. When submitting rock salt estimated usage for next winter, local governmental unit shall agree to purchase at least 100% of the amount; and the vendor shall agree to furnish not less than 120% of the awarded tonnage amount. (Please make selection on Requisition Form)

Each governmental unit is responsible for ensuring that the guaranteed purchase requirement is met before the end of the season (June 30, 2013).

4. Each governmental unit shall be responsible for issuing their own purchase orders against the resulting contract.

4.a. Governmental units are strongly encouraged to order early and to store as much salt as possible in order to help prevent potential salt shortages. Governmental units need to make every effort to place orders in full truckload quantity of (22 - 25 tons). Requests for a quantity of less than a truckload will not be accepted.

4.b. Local governmental units reserve the right to purchase up to 50% of the total award requirements prior to November 30, 2012 and vendor shall notify each delivery point in advance of when shipment is to begin.

4.c. Vendors shall accept orders at any time during the period from the date of contract issue through the last day of the contract, or as mutually agreed upon by the vendor and contract participant.

5. Deliveries shall be accepted only on regular work days (Monday through Friday and excluding all State holidays) during regular work hours (7:30 a.m. to 4:00 p.m.), except when special arrangements have been made in advance with an appropriate agency or governmental representative at the delivery site.

All truck loads shall be covered with an approved weatherproof material, and all deliveries shall be Pre-Paid F.O.B. Destination as stated in the order document.

Truckloads containing foreign material such as mud, rocks, etc., may be rejected at the delivery site, and a replacement shipment scheduled by the contract vendor.

The State and Local Governmental Units reserve the right to require that some trucks occasionally be directed to a scale in the vicinity of the delivery point as a check on delivered truckloads.

Deliveries are to be made as soon as possible after receipt of an order, maximum time from receipt of an order placed by local governmental units after December 1st shall not exceed seven working days, or as modified by Contract Order Guidelines.

Each governmental unit shall be responsible for the processing of vendor invoices in a timely manner to ensure prompt payment.

6. CMS intends to continue to include a liquidated damages clause similar to the following: From December 1, 2012 thru April 1, 2013; if the vendor is unable to make delivery within the required working days, governmental units shall have the right to retain \$.20 per ton per calendar day as liquidated damages on the undelivered portion of the order. If after seven days of liquidated damages assessment, the vendor has still failed to deliver as required, governmental units shall reserve the right to take action to remedy the failure of vendor performance in accordance with the contract.

7. For contract performance protection, the State will secure a performance bond from the contracted vendor, valued at 20% of the total of the contract award dollar value.

8. In December 2012 the contract vendor(s) shall be required to have stockpile(s) in place located in or near Illinois covering 100% of the total tonnage awarded for the northern regions of

the State, and in January of 2013 the stockpile(s) located in or near Illinois covering 100% of the tonnage awarded for all other regions of the State.

The contract price shall remain firm for the entire contract period up to the maximum 120% guaranteed limit. Local governmental unit requirements over the maximum 120% purchase threshold will be supplied by the vendor upon mutual agreement of the parties.

In the case of an emergency, efforts shall be made to have the vendor ship enough salt to aid affected local governmental units through the emergency situation.

This is an Opt-in Process

Participation in the State's procurement process for rock salt is voluntary, an opt-in process. CMS has no method to ensure vendor participation, nor control vendor price offerings in the competitive bid process.

Local Communities are not inhibited nor restricted from seeking bids independently should they choose to do so. However, by indicating through this requisition process your desire to either renew or to participate in the upcoming bid process, you are committing your entity's participation. The State will act in accordance with your submitted requisition.

We ask that you give immediate attention to this matter and allow reasonable mailing time or fax response submittal to ensure that we receive your salt request prior to the deadline. Return your Joint Purchasing Requisition via mail or facsimile, **or both**, no later than **5:00 p.m. March 30, 2012**. Note that this **deadline is firm**, and will not be extended.

Note: You may confirm our receipt of your intent by visiting the CMS Joint Purchasing website. This list will be updated on March 9th, 16th, 23rd and 30th; and can be found at <http://www2.illinois.gov/cms/localgov/jpp/Pages/Default.aspx>.

We thank you for your consideration and welcome your participation in the upcoming bid. Any questions you have in completing the form or concerning the rock salt bid/contract can be directed to the following:

Wayne Ilsley, CPPB, Buyer
Department of Central Management Services
Bureau Of Strategic Sourcing – Commodities & Equipment
Room 801 William G. Stratton Office Building
401 South Spring Street, Springfield, IL 62706
Phone: (217) 782-8091 Fax: (217) 782-5187