



RFP No. 500640-FY25-04
CATIONIC EMULSION POLYMER WATER POLLUTION CONTROL FACILITY

ADDENDUM NO. 1

SEPTEMBER 12, 2024

ITEM NO.1: CHANGES TO QUESTION DEADLINE

Interested offerors shall be mindful of the following changes to the question deadline:

- The question deadline has been revised to Thursday, October 3, 2024, at 3:00PM (ET).

ITEM NO.2: CHANGES TO PROPOSAL DUE DATE

Interested offerors shall be mindful of the following changes to the proposal due date:

- The proposal due date has been revised to Thursday, October 17, 2024, at 3:00PM (ET).

ITEM NO.3: PRE-PROPOSAL MEETING ATTENDEES

- The attendees of the non-mandatory pre-proposal meeting included representatives from the following firms:
Chase Blunt – Polydyne and Don Rhule – Rhule, LLC.

ITEM NO. 4: PRE-PROPOSAL MEETING OVERVIEW

A non-mandatory pre-proposal meeting was held on Monday, September 9, 2024 at 9:00AM via Microsoft Teams.

The Town's Buyer provided an overview of the following procurement information:

- All information regarding this project can be found on the Town's Bid Board:
<http://www.leesburgva.gov/bidboard>
- To receive updates, such as addenda, please register to receive updates on the Town's Bid Board
- Question deadline is 3:00 p.m. on Friday, September 20, 2024. **(REFER TO ITEM NO. 1 OF THIS ADDENDUM)**
- Up until contract award, **all** questions must be submitted in writing to: bidquestions@leesburgva.gov
- Unless modified via addendum, proposals are due on Thursday, October 3, 2024 @ 3:00 p.m. ET **(REFER TO ITEM NO. 2 OF THIS ADDENDUM)**
- Proposal Submission:
 - Proposals must be submitted to the Commonwealth's eProcurement website, eVA
 - **No** late proposals will be accepted.
- Proposal Submittal Instructions (Page 9-13)
 - Phase 1 Testing: Monday, September 9, 2024 through 3:00PM on Friday, September 20, 2024. **(REFER TO QUESTION NO. 6 OF THIS ADDENDUM)**

- Evaluation Criteria
 - Offeror's Experience and History of Polymer in the Wastewater Industry – 20%
 - Understanding of the Town's needs, product specifications, and compatibility with the Town's operations including product testing results delineated in Paragraph C. (Product Testing by the Town) – 50%
 - Price Proposal – 30%
- Proposal Evaluation and Award
 - A committee will evaluate, and rank proposals based upon the evaluation criteria. Discussions/Negotiations/Phase 2 Testing with proposers may be required.
- Town of Leesburg Demographic Survey (optional)
 - In an effort to help the Town evaluate access to public meetings, a demographic survey is available at: <https://portal.laserfiche.com/h4073/forms/DemoSurvey>.
 - The demographic survey is strictly voluntary and anonymous.

ITEM NO. 5: PRE-PROPOSAL MEETING STATEMENT OF NEEDS DISCUSSION

The Town's Utilities Department described the Statement of Needs as described in the RFP.

- The Town of Leesburg is accepting proposals from qualified vendors for Cationic Emulsion Polymer.
- Statement of Needs (Page 4-9)

ITEM NO. 6: QUESTIONS AND RESPONSES

Interested offerors shall be mindful of the following responses to the questions received:

1. Can we get a copy of the previous bid tabulation?

RESPONSE: There is not a bid tabulation available as the previous contract was procured via Request for Proposal (RFP).

2. Who is your current supplier?

RESPONSE: Polydyne Inc.

3. What is your current pricing?

RESPONSE: \$1.60 / per LBS delivered.

4. Can we get a copy of the previous bid tabulation?

RESPONSE: Refer to No. 1 of this Addendum.

5. What is the current material name that is being purchased by the Town and price per pound?

RESPONSE: Clarifloc se-1616 / Clarifloc se-1617 both polymers are \$1.60 / per LBS. delivered

6. Will the Town consider extending the time period for bench testing (Phase 1) and full-scale testing (Phase 2) of this bid, as well as extending the bid deadline?

RESPONSE: Yes, Refer to Item No. 1 and 2 of this Addendum for the revised question deadline and proposal due date. Phase 1 testing will be conducted from Monday, September 9, 2024 through 3:00PM on Wednesday, October 2, 2024.