



MIDDLETOWN

CITY OF MIDDLETOWN REQUEST FOR PROPOSALS

CARBON DIOXIDE

Bid No. 26-0263-10

Company Name: _____

Contact Person: _____

Address: _____

City, State & Zip: _____

Phone No: _____ Fax No. _____

E-mail Address: _____

Bid Opening Date: Tuesday, October 27th, 2026 @ 11:00 a.m.

PROPOSAL

CITY OF MIDDLETOWN, OHIO

To the Purchasing Agent of the City of Middletown, Ohio, for furnishing during the period of the contract the commodity (commodities) indicated by item numbers in this proposal.

We _____ of _____
(Company) (City & State)

do hereby declare that we are the only persons interested as principal or otherwise in this proposal; that said proposal is, in all respects, fair and without collusion or fraud and that no person in the employ of the City of Middletown, Ohio, is in any way interested therein.

We do further declare that we have examined the annexed specifications and will contract to furnish and deliver the item(s) mentioned below in not more than _____ calendar days after receipt of award, f.o.b. City of Middletown, Ohio. Legal Notice, Bidder's Instruction Sheet, Specifications, and Proposal, will be part of any contract awarded.

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
Approx. 267 T	Liquid Carbon Dioxide	\$ _____	\$ _____

Terms: _____ % discount _____ days, Net _____ days.

*** As delivery and cash discount payments may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

CONTACT PERSON: _____

TELEPHONE NO.: _____ FAX NO.: _____

DATE: _____ E-MAIL: _____

LEGAL NOTICE NO. 26-0263-10

Sealed proposals will be received by the City of Middletown, Ohio, in the Purchasing Office, second floor, City Building, One Donham Plaza, until 11:00 a.m., local time, Tuesday, October 27th, 2026, at which time such proposals will be publicly opened in Conference Room 2C on the second floor of the City Building for the following item:

**CARBON DIOXIDE
WATER TREATMENT PLANT**

Detailed specifications, proposal forms, and instructions to vendors may be obtained in the Purchasing Office or on the City of Middletown website, www.cityofmiddletown.org/bids

KAYLA CARLE
PURCHASING AGENT

THE CITY OF MIDDLETOWN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, HANDICAPPED STATUS, GENDER OR SEXUAL ORIENTATION IN EMPLOYMENT OR THE PROVISION OF SERVICES.

PUBLISH: October 6th, 2026
 October 9th, 2026

VENDOR'S INSTRUCTION SHEET

Pursuant to Legal Notice No. 26-0263-10, sealed proposals, properly endorsed with proposal reference number on the envelope, will be received at the Purchasing Office, in the City Building, One Donham Plaza, City of Middletown, Ohio, until 11:00 a.m., local time, Tuesday, October 27th, 2026, for furnishing the item in the notice.

All proposals must be made on forms provided for each item and must be in conformity with this notice. Proposals shall be returned with the notice, proposal form, and specifications intact.

No proposal may be withdrawn after it has been deposited with the Purchasing Agent of the City. Proposal forms and specifications for each item may be secured at the Purchasing Office, City Building, One Donham Plaza, City of Middletown, Ohio or on the City of Middletown website, www.cityofmiddletown.org/bids.

All proposals containing quotes not asked for or which are otherwise not in conformity with this notice, may be considered invalid and may be rejected. Each vendor will be required to state in their proposal, their name and place of residence, and the names of members interested with them. In case of a corporation, only the names of the President and Secretary need to be given.

The right to reject any and all proposals is reserved by the City of Middletown. Informalities may be waived at the option of the City Council.

ELIZABETH SLAMKA
Mayor

CITY OF MIDDLETOWN AFFIDAVIT
DELINQUENT PERSONAL PROPERTY TAX

STATE OF OHIO, COUNTY OF _____, SS

_____, being first duly sworn says that he/she is the
_____ of _____, which company is
submitting a bid to the City of Middletown for _____
on _____.
(date)

Affiant says that no personal property taxes are currently due to **BUTLER/WARREN** County,
Ohio, as of the date of said bid.

(Signature)

SWORN TO AND SUBSCRIBED before me, a notary public this _____ day of
_____, 20_____.

Notary Public

My commission expires _____, 20_____.

(ORC 5719.042)

CITY OF MIDDLETOWN AFFIDAVIT

**RELATIONSHIP TO CITY OFFICIALS OR EMPLOYEES
TO BE SIGNED BY AN OFFICER OF BIDDER**

STATE OF OHIO, COUNTY OF _____, SS

_____ being first duly sworn says that he/she is
(name & title)
related by blood or marriage to the following City of Middletown officials or employees

(If none, write in "none")

Affiant further states that he/she knows of no person in his/her company who is related by blood or marriage to any City of Middletown official or employee, except the following:

<u>Name of Company Person</u>	<u>Relationship</u>	<u>City Official or Employee</u>
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(If none, write "no exception")

Further affiant saith not.

(Signature)

(Title & Company Name)

(Address)

SWORN TO AND SUBSCRIBED before me, a notary public this _____ day of

_____, 20____.

Notary Public

My commission expires _____, 20____.

GENERAL CONDITIONS

1. The City Manager reserves the right to reject any or all bids, and unless otherwise specified by the bidder, to accept any item in the bid. In case of error in extending the total amount of the bid the unit prices will govern.
2. Unless otherwise stated in the bid by the bidder, time, in connection with discount offered, will be computed from date of delivery of the supplies or services to carrier when final inspection and acceptance are at a point of origin, or from date of delivery and acceptance at destination when final inspection and acceptance are at this point, or from date correct bill or claim voucher properly certified by the contractor is received if the latter date is later than the date of delivery and acceptance.
3. In case of default by the bidder or contractor, the City of Middletown may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
4. Prices should be stated in units of quantity specified.
5. Prices quoted unless otherwise stated by bidder, will be considered as being based on delivery to destination as designated and to include any charges for packing, crating, containers, etc. and being in strict accordance with specifications as shown.
6. Wherever a reference is made in the specification or in describing the material, supplies, or services required, of a particular trade name, manufacturers' catalog or model number, the bidder, if awarded a contract will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal by the bidder.
7. The bidder, if awarded an order or contract, agrees to protect, defend, and save harmless the City against any demand for payment for use of any patented material, process, article, or device, that may enter into the manufacture, construction, or form a part of the work covered by either order or contract; and he further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his servants, or agents.
8. Samples, when requested, must be furnished free of expense prior to the opening of bids and, if not destroyed, will, upon request, be returned at the bidder's expense.

INSTRUCTIONS TO BIDDERS

1. Each bid must be signed by the bidder with his usual signature. Bids by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the name of the corporation, followed by the signature of a person authorized to bind in this matter.
2. Proposals, to receive consideration, must be received prior to the specified time of closing as designated in the invitation.
3. Envelopes must be sealed when submitted.
4. Separate proposals must be submitted on each reference number.
5. Proposals having any erasures or corrections thereon will be rejected unless explained or noted over the signature of the bidder.
6. Bidders may submit proposals on any one or group of items, provided, however, that the unit price is shown as requested.
7. References in the specification or in describing the material, supplies, or services required, of a particular trade name, manufacturers' catalog or model number are made for descriptive purposes to guide the bidder in interpreting the type of material or supplies or nature of the work desired.

They should not be construed as excluding proposals on other types of materials and supplies or of performing the work in a manner other than specified.

However, the bidder's attention is called to paragraph six of the General Conditions as shown above, which must be strictly adhered to.

8. Proposals should be mailed or delivered to the City Purchasing Office, second floor, City Building, One Donham Plaza, Middletown, OH 45042.

CITY OF MIDDLETOWN
SPECIFICATIONS
CARBON DIOXIDE
WATER TREATMENT PLANT
BID 26-0263-10

1.0 SCOPE

The City of Middletown will accept bids to supply the Water Treatment Plant with liquid carbon dioxide for a period of twelve (12) months, beginning January 1, 2027, and ending December 31, 2027, unless extended otherwise by mutual agreement.

It is the intent of these specifications to describe liquid carbon dioxide for the City of Middletown in sufficient detail to obtain several bids.

While the purpose of this specification is to indicate certain minimum requirements, it is not the intent to exclude any bids, but is written to ensure the City of Middletown a product most suitable for its requirements.

1.1 EXCEPTIONS

The bidder shall list on a separate sheet of paper, titled "Exception(s) to the Bid Conditions and Specifications," any variations from or exceptions to the conditions and specifications of this bid. It will be the determination of a representative of the City of Middletown to decide what is or is not important in any variation or deviation of bid.

Whereas alternate features, additions, or deletions to the specifications will be given due and utmost consideration, they shall be clearly outlined by the successful bidder. Failure to comply may disqualify bid.

1.2 CONTRACT LENGTH

The contract period will be for a period of twelve (12) months, beginning January 1, 2027, and ending December 31, 2027, unless extended by mutual agreement.

1.3 OPTIONAL RENEWAL

The City of Middletown is interested in a renewal period of one additional twelve (12) month period (January 1, 2028 through December 31, 2028) at the same contract price.

BIDDER MUST CHECK HERE IF EXTENSION IS AN OPTION:

YES _____ NO _____

It is understood and agreed that the contract may be extended only at the same prices and under the same conditions governing the original contract.

1.4 PRICE AGREEMENT

All quotes must be firm for sixty (60) days. Terms are to be listed on the proposal page.

All prices quoted are to include freight and any other charges for delivery to 805 Columbia Avenue, Middletown, OH 45042. All prices are to be firm for the twelve (12) month period beginning January 1, 2027, and ending December 31, 2027. If, however, the price of the commodity or transportation charges decreases, the contract price shown above shall be adjusted. Failure to do so may result in cancellation of the balance of the order.

1.5 AWARD CRITERIA

In making an award, the City of Middletown will evaluate the bids received considering such facts as listed below, as well as other factors that are considered pertinent:

- 1.5.0 Compliance with specifications
- 1.5.1 References
- 1.5.2 Delivery time
- 1.5.3 Total delivered net price
- 1.5.4 Bidder past history in performance
- 1.5.5 Availability of quick response to problems

Bidder shall submit with the proposal complete specifications.

The City of Middletown reserves the right to reject any or all bids, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of the City of Middletown.

1.6 QUANTITIES

All quantities are estimated. Actual quantities ordered may be more or less as determined by the Water Treatment Plant.

1.7 FREIGHT

All price quotes shall be submitted with freight costs included.

1.8 DELIVERY

The City requires delivery within seventy-two (72) hours after receipt of order. Each shipment will be 25 tons per shipment (total tons for the year is approximately 267 tons) and will be delivered by tanker truck. Delivery will be made as called for by the Water Treatment Plant personnel to the following location:

City of Middletown
Water Treatment Plant
805 Columbia Avenue
Middletown, OH 45042

Repeated failures to make deliveries within the prescribed time period may result in the contract being nullified. If such an event should occur, the City reserves the right to purchase liquid carbon dioxide on the open market from any supplier capable of making timely deliveries, at the expense of the successful bidder.

The City further reserves the right to act in the best interest of the City's Water Treatment Plant in times of emergencies regardless whether such emergencies are man-made or acts of nature. In the event such an emergency should arise, the City reserves the right to waive the terms of the contract for the duration of the emergency. Waivers include but are not limited to purchase of liquid carbon dioxide by the City in open market. The City will have sole discretion in determining conditions that constitute an emergency.

1.9 LAWS & REGULATIONS

Liquid Carbon Dioxide listed in the bid shall meet the American Water Works Association (AWWA) and U.S. Food & Drug Administration (FDA) specifications and be approved by the Ohio Environmental Protection Agency (OPEA), and the National Sanitation Foundation (NSF).

In compliance with Rule 3745-83-01 of the Ohio Administrative Code, consideration will be given only to those bidders whose chemicals, substances, and materials are listed on the current approval schedule of the Ohio EPA; or can otherwise present proof of approval.

Bidder shall provide Material Safety Data Sheets (MSDS) and complete chemical analysis information for each chemical bid. Failure to provide these documents may cause the bid to be rejected.

1.10 INSURANCE & SAFETY

The successful bidder (supplier) may be required to show proof of adequate liability insurance in the event of personal injury or property damage caused by their product or personnel.

The successful bidder (supplier) may be responsible for any chemical spills that occur during the unloading of the chemical. Any chemical spill must be cleaned up and properly disposed of by the supplier in an appropriate manner prior to leaving the entity's facility.

1.11 AFFIDAVIT

An affidavit from the manufacturer or supplier attesting that the liquid carbon dioxide furnished under the City of Middletown's purchase order complies with all applicable requirements of AWWA Standard B510-18 is required.

1.12 INVOICES

Invoices shall be mailed to the following location for the liquid carbon dioxide ordered and delivered:

City of Middletown
Water Treatment Plant
One Donham Plaza
Middletown, OH 45042

Invoicing shall be submitted in the unit of measure shown on the bid (tons).

1.13 ADDENDA

The bidder shall acknowledge receipt of addenda, if any, by adding the following statement to the proposal page:

Receipt and acceptance of Addendum No. _____ to Legal Notice No. 26-0263-10 is acknowledged.

1.14 SUBMISSION OF BIDS

All bids must be received in the Purchasing Office, no later than 11:00 a.m., local time, Tuesday, October 27th, 2026. Envelopes must be clearly marked, "Carbon Dioxide - Bid 26-0263-10." Bidders should take caution if U.S. Mails or other carriers are to be used for submission of bids. Mailing should be made insufficient time for bids to arrive at the City Purchasing Office prior to the time and date specified above. Email or fax submissions NOT an acceptable form of submission.

1.15 CONTACT PERSON

Please provide the name, telephone number, and e-mail of contact person:

Name: _____

Phone No.: _____ E-mail: _____

1.16 ADDITIONAL INFORMATION

If additional information is needed in the preparation of the bid package, please contact Kayla Carle, City of Middletown Purchasing Agent, 513-425-7832 or kayla.carle@cityofmiddletown.org, or Scott Belcher, Water Treatment Manager, 513-425- 7864 or scott.belcher@cityofmiddletown.org.