

## **SPECIAL INSTRUCTIONS AND DELIVERY REQUIREMENTS** **2026-2027 YEAR**

### **General Notes:**

#### **Specific NOTES Regarding Sodium Hypochlorite:**

**All Sodium Hypochlorite (bleach) shall be filtered using DE or by using an alternative process that meets or exceeds the indicated process.**

**Because of the concern for degradation of Sodium Hypochlorite Solutions to Chlorates, an alternative bid for refrigerated bulk storage and delivery, as well as certification of chlorate concentration is included in this year's bid package. Members may also request details of "time in storage and delivery" as part of product certification.**

Member Utilities have the right to test the delivered strength of ALL LIQUID SOLUTIONS and adjust payment based on delivered strength.

Many products are delivered in gallons but are being bid in Wet LBS. Important to pay specific attention to units required in BID FORM.

Any chlorine cylinders (150 or 2000 lb.) supplied shall have an accurate tare weight CLEARLY LABELLED in pounds on each cylinder's upper section and must be removed as soon as possible if the end user experiences a defective valve. Full credit must be given for the returned unusable cylinders.

Chemical Delivery Vendors are responsible for removal of drip buckets used to catch any chemical that may drip due to leaks in seals on hoses and attachments.

**Upon request, chemical distributors must supply members updated OSHA Compliant SDS and GHS labels.**

**SDS SHEETS MAY BE REQUIRED AFTER BID OPENING – OF LOW BIDDERS ONLY - VIA EMAIL REQUEST AND EMAIL.**

**Updated Pictograms will be required by a majority of our membership for low bid vendors.**

Members may require a *Chemical Delivery Inspection Form* to be filled out with vendor driver at time of delivery (See Appendix A. at end of this section) for copy of form.

Interested potential vendors for Polyaluminum Chloride are required to pre-qualify their product using raw untreated water in both warm (summer) and cold (winter) water temperature conditions in a demonstration study, including but not limited to jar testing, to be conducted onsite and to be overseen by member's representative. All costs associated with this process shall be absorbed by the vendor/supplier.

## **Individual Towns**

### **ACTON WATER DISTRICT:**

Bulk and Dry Chemical Deliveries to Three Separate Sites. Drum and Pallet Deliveries by Truck with Hydraulic Lift Gate.

All Applicable AWWA and ANSI/NSF Standard 60/61 for drinking water specifications will be met for all chemicals delivered. All Chemical deliveries shall be accompanied by a certificate of analysis, certificate of origin, a bill of lading, or a certified weight ticket must accompany each delivery.

A District Operator Must be Present during Deliveries. Call to District Main Office – (978) 263-9107 - Must be made at Least 1 Hour Prior to Arrival

All Deliveries Must be Made Between 7:30 AM and 2:00 PM.

All Hoses, Fittings etc. must be Supplied by the Delivery Vendor for Product Offloading.

### **ANDOVER WATER TREATMENT:**

Special instructions will be issued to the vendors when orders are placed.

Plant personnel will be present at all deliveries.

A Chemical Delivery Form will be completed with vendor driver at the time of delivery.

All applicable AWWA and NSF/ANSI Standard 60 for drinking water specifications will be met for all delivered chemicals and a certificate of analysis and a certified weight ticket must accompany each delivery.

Sodium hypochlorite will be delivered to two (2) sites, the Water Treatment Plant and Fish Brook Station.

Deliveries must be received between 7:00 am and 3:00 pm on the day of delivery.

All drivers to display identification at chemical delivery.

A grab sample must be taken from bulk deliveries of sodium hydroxide (caustic) and aluminum sulfate (alum) by delivery personnel and witnessed by WTP personnel before the delivery is accepted. For this purpose, tank trucks shall be equipped with a hatch or other suitable means of drawing samples for testing directly from the tank. PPE should be worn at all times during the offload.

The chemical company will be responsible for all spills. Quick closing valves must be located on the truck to ensure swift response in case of an emergency. No more than 18 pounds per square inch of air pressure in the chemical blow-offline to clear chemical from the line.

For all quantities listed on the bid sheet, these are estimated, not guaranteed quantities. We reserve the right to accept or reject any and all deliveries at the vendor's expense that do not meet any of the above guidelines.

### **ASHLAND WATER DEPARTMENT:**

Tank truck delivery for sodium hydroxide, zinc orthophosphate, ferric chloride and polymer shall be pressurized air only to two inch quick connect female fittings.

Ammonium sulfate delivered on pallet, 40 – 50# bags.

Potassium permanganate delivery of 5/ 55 lb. pails.

Soda ash delivered in super sacks approximately 6 per delivery.

Liquid Oxygen to be delivered in 5,000 gallon quantities for total of approximately 35,000 gallons for the year.

All pallet deliveries shall be able to be off loaded by pallet jack.

All deliveries before 1:00 pm.

All Applicable AWWA and NSF/ANSI Standard 60 for drinking water specifications will be met for all delivered chemicals and a certificate of analysis and a certified weight ticket must accompany each delivery. The vendor must supply all hoses and fittings necessary to offload the product.

150 Lb. chlorine cylinder deliveries must have lift gate.

### **AUBURN WATER DISTRICT**

All chemicals must meet AWWA and NSF/ANSI Standards for use in potable water treatment. All deliveries must be made between 7:00 AM and 2:00 PM Monday through Friday. A phone call to 508-832-8336 shall be placed stating an estimated time of arrival at least one hour before delivery to ensure that Town personnel can be present for the delivery. All chemical deliveries shall be accompanied by a certificate of analysis, a legible MSDS sheet, certificate of origin, a bill of lading or a certified weight ticket must accompany each delivery. Supplier must furnish all equipment necessary for safe delivery and unloading of chemicals. All drum and pallet deliveries must be by truck with a hydraulic tailgate capable of lowering the delivery to the ground. A pallet jack is required for all drum and pallet deliveries

### **AYER WATER and WASTEWATER DEPARTMENTS:**

All deliveries between 7am and 1pm. For Sodium Hypochlorite and Potassium Hydroxide a pressurized with air 2-inch hose with quick connectors are required. Call ahead: (978) 772-8240 for deliveries, all deliveries must be supervised by Water Department personnel. Certificate of analysis and MSDS must be provided. Potassium Permanganate shall be free flowing grade in #5 pails. Potassium Hydroxide 45% delivered in bulk, split deliveries 2 sites. Sodium Hypochlorite delivered in bulk, Split deliveries 2 sites. All chemicals must meet AWWA standards.

### **BILLERICA WATER TREATMENT PLANT:**

All applicable AWWA and NSF/ANSI Standard 60 for drinking water specifications will be met for all delivered chemicals. A Certificate of Analysis and a certified weight ticket must accompany each delivery and must be signed off by the Duty Operator before off-loading. The vendor must supply all hoses and fittings necessary to offload the product. Delivery hours are between 7:00 AM and 7:00 PM any day of the week. No surcharge for after-hours, weekend or holiday deliveries. Certificate of Analysis is required with all deliveries.

December to March – Sodium Hypochlorite bulk deliveries will be reduced from normal 2,500 to 1,500 gallons with an increased frequency.

Town of Billerica reserves the right to award business to most qualified bidder.

Liquid oxygen requirements are as follows: Dew point -80 degrees F, 0-15 ppm hydrocarbon content filtered through 1 micron filter, argon limited to 3-4%, nitrogen up to 5%.

Driver will call the treatment plant 10-15 minutes ahead of arrival so that a member of the Water Department can escort them to the treatment plant. Driver is to meet the Water Department employee at the garage located at the top of the access road.

### **BILLERICA WASTEWATER TREATMENT PLANT:**

Trucks delivering to the plant cannot be over twelve feet six inches in height.

Sodium Bisulfite must be able to be unloaded to bulk storage tank. Supplier must furnish all equipment necessary for delivery. Sodium Bisulfite must be 38-42% concentration.

A truck with hydraulic tailgate must make all pallet deliveries.

All new vendors should call the treatment plant for special instruction prior to their first delivery.

Sodium Hypochlorite delivery truck must be rear discharge.

All chemical suppliers must be equipped with the proper fitting, connections, and hose to unload chemical properly and safely.

If split delivery, must use metered trucks.

ALL Deliveries must be between the hours of 7:00 AM – 1:30 PM, Monday – Friday. Plant Closes at 3:00 PM.

### **BURLINGTON WATER TREATMENT PLANT:**

(Groundwater Plant - 171 Middlesex Street/Mill Pond Plant – 70 Winter Street)

All drum, cylinder, and dry product deliveries require a hydraulic tailgate capable of lowering the delivery to the ground.

All deliveries shall be made Monday through Friday 7:00 a.m. to 3:00 p.m. Please notify WTP personnel 24 hours prior to delivery. [781-270-1648](tel:781-270-1648)/[rmakiej@burlington.org](mailto:rmakiej@burlington.org)/[bsullivan@burlington.org](mailto:bsullivan@burlington.org).

All applicable AWWA Standards and ANSI/NSF Standard 60 must be met for ALL Chemicals delivered. Calcium Nitrate and Calcium Chloride are to be delivered to the Highway Department located at 1 Great Meadow Road.

#### **Polyaluminum Chloride must meet the following specifications:**

- 1) AL<sub>2</sub>O<sub>3</sub> = 10.5% +- .3
- 2) Basicity = 65% to 75%
- 3) Specific Gravity = 1.22 to 1.27

Must meet AWWA standard B-408-93 for liquid polyaluminum chloride.

Must also meet NSF Standard 60 certification for Drinking Water Chemicals.

Vendor/supplier must make delivery within 48 hours of our order placement. Must also be able to provide timely delivery on an emergency basis and possibly on weekends if/when needed.

Based on the importance of this chemicals' performance in our treatment process, interested potential vendors are required to pre-qualify their product using our Raw untreated water in both warm (summer) and cold (winter) water temperature conditions in a demonstration study, including but not limited to jar testing, to be conducted onsite and to be overseen by our consulting engineer. All costs associated with this process shall be paid by the vendor/supplier.

### **CANOBIE LAKE PARK:**

Sodium Hypochlorite deliveries are to 2 separate locations and must arrive by 9:00 AM (except for June they must arrive by 8:00 AM).

Muriatic Acid is 20° Baume delivered in 4 – 1-gallon jugs per box.

All deliveries require a purchase order number prior to delivery

### **CHELMSFORD WATER DISTRICT:**

All applicable AWWA and ANSI/NSF Standard 60 for drinking water specifications will be met for all chemicals delivered.

25% Caustic Soda, 500-1000 gallons - bulk delivery.

Potassium permanganate shall be Cairox free flowing grade; delivered on pallets THAT EASILY ACCOMMODATE a hand operated pallet truck. (Pallet - 36/55 lbs. pails). Sodium hypochlorite 15% - delivered in clean 5-gallon containers, minimum of 12, 5-gallon containers per delivery. 55-gallon drum containers, minimum of 2 per delivery- bulk 500-1000 gallons. All dry products and drum deliveries require hydraulic tailgates. Delivery hours are from 7:00am to 2:00pm. No deliveries after 2:00 pm. Split deliveries to multiple sites shall be required (typically only for caustic and bleach between two plants). We reserve the right to accept or reject any and all deliveries at the vendor's expense that do not meet these standards. District personnel must be present at all deliveries.

### **CONCORD, MA. WATER / SEWER DIVISION:**

All applicable AWWA and ANSI/NSF Standard 60 for drinking water specifications will be met for all chemicals delivered.

No deliveries shall be accepted unless requested by the Town. The Town must be notified by the firm (and not by the driver) of the name of the driver delivering to our facility. The driver must produce a photo ID before the Town allows unloading from the truck.

A phone call shall be placed stating an estimated time of arrival at least one hour before delivery to ensure that Town personnel can be present for the delivery. All chemical deliveries shall be accompanied by a certificate of analysis, certificate of origin, a bill of lading, or a certified weight ticket must accompany each delivery. Town personnel must be present at all deliveries. Liquid deliveries must note the specific gravity of the chemical on the delivery slip.

Deliveries shall only be accepted by the Town between 7:30 AM and 2:00 PM Monday through Friday, except for deliveries of Potassium Hydroxide and Liquid Oxygen (LOX). For all Potassium Hydroxide deliveries, shipments will only be accepted between 7:30 AM and Noon. For LOX deliveries, shipments will only be accepted between 8:00 AM and 2:00 PM. All goods shall be delivered within four (4) business days from the date of order.

All containers and appurtenance shall be dedicated solely to the chemical that is being delivered. Otherwise, a Tank Cleanout Certificate is required with each chemical delivery. Tank trucks shall be equipped with a hatch or other suitable means for drawing samples for testing directly from the tank. The driver must collect a grab sample of all bulk liquid chemicals in the presence of a Town Employee, who will be given up to 15 minutes to verify the quality of the product before the start of offloading. The Town reserves the right to accept or reject any deliveries at the vendor's expense that do not meet these standards. All delivery vehicles must be equipped with a spill kit to handle a spill of transported chemicals and other potential releases originating from the delivery vehicle.

Chlorine delivery sites are 300 Great Road in Acton, Massachusetts, and 363 Old Road to Nine Acre Corner (ORNAC), Concord, MA. Both locations are accessible to short-bed trailers only.

Zinc Hexametaphosphate shall be free-flowing dry blend with total phosphate and zinc concentrations of 67% (Phosphates P04) and 6.6% Zinc by weight (with <1% Orthophosphate). Bags shall not deviate from the recorded weight by more than 2.5% plus or minus. All bags must be clearly labeled in compliance with the most Recent AWWA standard, satisfy all ANSI/NSF 60 labeling requirements, and be clearly labeled with the factory/origin of the product.

Sodium fluoride shall be a dry, coarse crystalline material containing no lumps. Bags shall not deviate from the recorded weight by more than 2.5% plus or minus. All bags must be clearly labeled in compliance with the most Recent AWWA standard, satisfy all ANSI/NSF 60 labeling requirements, and be clearly labeled with the factory/origin of the product.

Potassium hydroxide must be delivered to stations and locations in the Town as designated by a representative of the Water/Sewer Division. Split deliveries to multiple sites shall be required. Each facility is equipped with a steel or PVC bulk storage container, which is filled via a 2-inch threaded fill pipe. The delivery vehicle must supply a 20–40-foot delivery hose.

Bulk sodium hypochlorite will be delivered to a facility equipped with a PVC tank, and 2" quick-connect fill pipe. The delivery vehicle must supply a 20–40-foot delivery hose. Deliveries shall be provided within one week of manufacture and while maintaining a chemical temperature below 20 degrees Celsius.

The Town of Concord, MA facility using liquid oxygen (LOX), is located in the Town of Acton, MA. The Town of Acton has stringent restrictions on delivery times, and the specified delivery route to reach this facility is rigorously enforced.

All deliveries to the Town of Concord's LOX storage facility must be via the use of a micro bulk truck.

The LOX storage tank is used seasonally and is emptied every fall. The first fill in the spring will always be a warm fill, and the contractor should plan accordingly.

All LOX deliveries are limited to weekdays, excluding federal and state holidays, between the hours of 8 AM and 2:00 PM.

All LOX delivery vehicles must access the facility from Acorn Park Drive (northwestern portion) via Route 2A to Hazelnut Street. For GPS purposes, use 11 Hazelnut Street, Acton, MA, as the delivery address. Directly after 11 Hazelnut Street, take the next right on Skyline Drive. The facility access road is on the right. The Town of Acton prohibits delivery vehicles from using the southeastern portion of Acorn Park Drive, Quail Ridge Drive, or Skyline Drive, except for the part of Skyline Drive between Hazelnut Street and the facility driveway.

The LOX Contractor shall take all reasonable steps necessary to ensure that all drivers delivering to this facility are aware of, and comply with, all applicable laws and restrictions related to their use of the public and private roadways approaching this site, including speed limits.

### **CONCORD, NH - WATER AND WASTEWATER TREATMENT PLANTS:**

All applicable AWWA and ANSI/NSF Standard 60 for drinking water specifications will be met for all chemicals delivered. A certificate of analysis is to accompany each load. Occasional split load required for caustic and hypochlorite between the water and wastewater plants. Deliveries shall be received 7:30am to 2:00pm Monday thru Friday (except holidays) at the following locations 53 Hutchins Street (water) and 125 Hall Street (wastewater) and 7 Penacook Street (wastewater). When required, delivery trucks must be equipped for pneumatic delivery with proper couplings for unloading.

Prompt deliveries within the hours stated are a public health and security issue. ***The City of Concord NH*** will take a five percent (5%) discount from the invoice amount of any deliveries that are not made on the date and within the hours herein specified.

If delivery cannot be met to maintain chemical supply and the **City of Concord NH** must purchase chemical from another supplier, the contracted supplier will be charged the difference in cost in excess of the contracted price.

**DELIVERY SLIPS AND INVOICES:** Delivery is not to be made until the City has provided the vendor with a **purchase order number**. Delivery slips are to be provided to the City upon delivery to the water or wastewater plants. Delivery slips shall include the item description, quantity delivered, unit of measure and the **correct City purchase order number**. Invoices are to be submitted as indicated on the purchase order. The invoice must be itemized and include the vendors name, address, and contact telephone number, ship to and bill to addresses, date of delivery, item description, quantity delivered, unit of measure, unit and extended prices, payment terms (to include any prompt payment discounts) and must reference the **correct City of Concord Purchase Order Number**.

### **DANVERS WATER TREATMENT PLANT and WELL #2 GREENSAND PLANT:**

Tank truck delivery discharge shall be pressurized air only to a 2 inch disconnect male fitting.

Copper sulfate shall be size **D**. ½ - 1" crystals.

The temperature of all liquid materials shall not exceed 130 degrees F.

All fluoride, metaphosphate, ammonium sulfate, and copper sulfate shall be supplied in 50 lb. net, moisture resistant bags or other container approved by the Town of Danvers. All fluorides and ammonium sulfate must be free flowing. Fluoride originating from Brazil will not be accepted.

Zinc orthophosphate shall be Carus 3050 or equal and will be delivered in 50 lb. plastic pails.

Deliveries shall be guaranteed five working days from the date of order.

Call ahead 978-774-5054 for delivery and directions.

### **DOVER NH WATER AND WASTEWATER DEPARTMENTS:**

Occasional split load is required. Deliveries shall be received 7:30am to 1:00pm Monday thru Friday (except holidays) City has 8-10 locations within city limits.

#### **DELIVERY SLIPS AND INVOICES:**

Delivery is not to be made until the City has provided the vendor with a **purchase order number**.

Delivery slips are to be provided to the City upon delivery to any city location. Delivery slips shall include the item description, quantity delivered, unit of measure and the **correct City purchase order number**.

Invoices are to be submitted as indicated on the purchase order. The invoice must be itemized and include the vendors name, address, and contact telephone number, ship to and bill to addresses, date of delivery, item description, quantity delivered, unit of measure, unit and extended prices, payment terms (to include any prompt payment discounts) and must reference the **correct City of Dover purchase order number**.

Delivery will be to various locations within the City of Dover. Vendors must have own pallet jack and/or tail gate lift if delivering drums or barrels. Quantities are ***estimates*** based on past usage. A delivery schedule, if required, must be arranged with and agreed to by any department requesting it. Inability to arrive at an acceptable schedule may be cause to negate a bid. When required, delivery trucks must be equipped for pneumatic delivery with proper couplings for unloading.

### **DRACUT WATER DEPARTMENT:**

Special Instructions:

The special instructions and delivery requirements are shown as follows:

- No chemical deliveries shall be accepted unless requested by the water department.
- All applicable AWW A and ANSI/NSF Standard 60 for drinking water specifications will be met for all chemicals delivered.
- Certificate of Analysis and MSDS to accompany each delivery
- Deliveries to 166 OR 170 Frost Road.
- Deliveries shall be received from 8:00 AM to 2:00 PM, Monday – Friday (excluding holidays).
- Calls to District Main Office (978-957-0441) shall be placed with an estimated time of arrival, at least one (1) hour before delivery. District Operator Must be present during deliveries.
- All chemical suppliers must be equipped with the proper fittings, connections, and hoses to unload chemicals properly and safely. The chemical company will be responsible for cleaning up all spills at their expense.
- District Operator Must Be Present for All Deliveries.

### **EAST CHELMSFORD WATER DISTRICT:**

Vendor shall call with approximate delivery time, telephone number 978-453-0121 or Cell #978-337-4754 or Pager 978-245-0059. The delivery point is to be the water district plant off Canal Street, East Chelmsford MA.

Delivery is to be guaranteed five working days from the date of order.

Billing to: East Chelmsford Water District, 75 Canal St., East Chelmsford, MA 01824

### **ESSEX WATER DEPARTMENT:**

All potassium permanganate must be delivered in minimum size 50 lb. drums, up to 330 lb. drums acceptable. Hydrofluosilicic acid is only accepted in 55-gallon drums.

Deliveries accepted 7:00 am until 2:30 pm.

### **FITCHBURG WATER DEPARTMENT:**

All chemical deliveries shall be from 7:00 am to 2:00 pm Monday through Friday except holidays. Water department personnel shall be present for all deliveries.

A phone call shall be placed with an estimated time of arrival, at least one (1) hour before delivery to insure that water department personnel will be present.

Two deliveries: Regional Water Treatment Plant, 18 Hager Park Road, Westminster, MA, and the Falulah Water Treatment Plant, 1200 Rindge Road, Fitchburg, MA.

Split loads for these two (2) facilities may be considered for hydrofluosilicic acid, polymer, and polyaluminum chloride.

Sodium Hypochlorite shall be delivered to the Meetinghouse gatehouse, Worcester Road, Westminster, MA. or to other locations as required by the water department.

Deliveries of sodium hypochlorite must be made in a straight truck with a lift gate.

Where there are two quantities mentioned for delivery, the smaller amount will be delivered to Falulah W.T.P. and the larger amount to Regional W.T.P.

Hydrofluosilicic acid, polyaluminum chloride, and sodium hydroxide shall be pneumatically fed with a 2" connection.

All chemical deliveries shall be accompanied by a certificate of analysis, certificate of origin, wash down certificate (if required), a legible MSDS sheet and a bill of lading.

Chlorine cylinders (150 lb.) shall be delivered with lead washers only.

### **FITCHBURG WASTEWATER DIVISION (new for 2021):**

Deliveries to Fitchburg Easterly Wastewater Treatment Facility, 24 Lanides Lane, Fitchburg, MA (978) 353-2304. Monday – Friday, 8:00 am – 2:00 pm, excluding holidays. A wastewater employee must be present for all deliveries.

Bulk Sodium Hypochlorite, Bulk Ferric Chloride, Bulk Magnesium Hydroxide, and Bulk Caustic Soda all require a two-inch (2") quick disconnect filling port.

Bulk Sodium Bisulfite will require a two and one-half inch (2 ½") quick disconnect filling port.

Bulk Mannich Polymer will require a three and one-half inch (3 ½") quick disconnect filling port.

All Polymers (3 different blends) will be delivered in 275-gallon totes.

### **GEORGETOWN WATER DEPARTMENT:**

The hours are Monday through Friday from 8:00 am to 2:30 pm. Deliveries will be to 75 West Street or 15 Bailey Lane. These are UNMANNED stations. Please call ahead (978) 352-5750 or (978) 352-5738. Pallet deliveries are made to ground level OR a loading dock with power pallet jack required. Sodium hypochlorite delivery at 75 West Street-Treatment Plant, requires three lengths of hose. Potassium hydroxide 45% in bulk delivery of 600-750 gallons at 15 Bailey Lane or 1,000-1,400 gallons at 75 West Street-Well. Separate tank trailer for delivery. Access is via a 2" fill pipe with quick connects. Bring 2-3 hoses.

### **GRAFTON WATER DISTRICT:**

Delivery of potash shall be made between 8:30 AM and 2:30 PM.

Trinity Avenue well and pumping station delivery can only be made with a smaller truck - no 18-wheel tractor trailers style truck. **800-1,000 gallons per month KOH.**

### **GREATER LAWRENCE SANITARY DISTRICT:**

Sodium bisulfite: Deliveries less than 70 F will be rejected.

Sodium hypochlorite deliveries must be made within 48 hours of request.

Potassium permanganate shall be delivered in 55-pound containers on pallets if 330-pound drums are not available. (U.S. made only), and free flowing.

For all quantities listed on the bid sheets, these are anticipated, not guaranteed quantities.

### **GROTON WATER DEPARTMENT:**

The Groton Water Department recently constructed a new Iron and Manganese Facility in 2024. The listed chemical quantities are the "best" estimated needs to properly operate the new facility. The new Whitney Pond treatment Facility will accept bulk deliveries for both KOH and Chlorine. The Baddacook Water Treatment Facility will only accept bulk deliveries for KOH. Chlorine for the Baddacook Treatment Facility shall be in 15-gallon containers. The Groton Water Department will place all orders for chemical needs – "automatic" refills will not be accepted. The chemical vendor/driver must present a valid driver's license and/or photo identification as may be requested. A certificate of analysis must be furnished prior to unloading any product. All deliveries must contact the Groton Water Office during normal business hours prior to reaching the delivery destination so that water department personnel may accompany the delivery truck and assist with any off-loading of chemicals as may be required. All deliveries must be made between the hours of 7:30 a.m. and 1:00 p.m.

Monday through Friday. Deliveries to the Baddacook Facility may require the use of a 100 foot for the off-loading of Potassium Hydroxide. Minimum orders of Potassium Hydroxide to this facility may be at a 300-gallon minimum. The Groton Water Department will not be responsible for premium pricing for short orders. The Groton Water Department reserves the right to suspend or cancel future chemical orders/deliveries if deemed in the best interest of the department without prejudice or penalty.

#### **GROVELAND WATER/SEWER DEPARTMENT:**

Deliveries on Monday through Friday between 8:00 AM and 2:30 PM. Split Deliveries to 183 R. Main Street and/or 476 Main Street. These are Unmanned station, so one must call ahead for deliveries.

Sodium fluoride-50# bags one or two pallets ground level delivery w/ power lift gate required – split delivery.

Sodium hydroxide 25% in bulk delivery of 2,000 gallons is via 25' to a 2" fill pipe with quick connects at 183R Main Street.

Sodium hydroxide 4, 55-gallon drums via power lift gate and ground delivery to 476 Main Street.

Dry chlorine (HTH) – 3 or 4, 50 lbs. pails, ground level delivery.

#### **HAMILTON WATER DEPARTMENT:**

Sodium fluoride shall be course-granulated type in 50 lb. bags.

Sodium hypochlorite shall be delivered in 15-gallon carboys or 55 gallon drums.

It is imperative that all delivery trucks must be straight trucks equipped with a hydraulic tailgate to facilitate unloading.

All deliveries will be to the Water Treatment Plant, 79 Pine Tree Drive in Hamilton MA.

Deliveries must be made Monday through Thursday between 8:00 am and 2:30 pm. Friday between 8:00 am – 11:00am.

Prior to delivery, please call Dave Dolan (Primary Operator) @ 978-778-0985 or Gail @ 978-626-5226.

All chemicals must meet AWWA/ANSI and all other regulatory standards for use in public drinking waters.

#### **HUDSON WATER DIVISION:**

Bulk Chemical Deliveries to Seven Separate Sites

Drum and pallet deliveries by truck with hydraulic lift gate

An operator must be present during Deliveries.

Call to Gates Pond WTP (978) 568-9629 must be made 30 minutes prior to arrival.

All Deliveries Must be Made Between 7:30 AM and 1:00 PM

All hoses, fittings etc. must be supplied by the Delivery Vendor for Product Offloading.

Whenever possible, material will be ordered in quantities to consolidate deliveries to multiple sites with one truckload. The Delivery Vendor will allot enough time to accommodate multiple stops as the Town will not accept Demurrage Charges.

Rate of unloading shall be as determined in the field so as not to damage in any way the storage tanks, piping, equipment, etc. Unloading is the responsibility of the supplier.

The supplier is required to provide all necessary hoses and fittings to deliver material to the Town's bulk storage tanks. An additional 100 feet of delivery hose may be needed at some locations.

Delivery trucks shall have materials necessary to collect and remove any product drained from hoses and/or fittings or spilled during delivery and transfer operations.

The Owner, prior to delivery, shall identify the specific delivery site(s). Chemicals shall be unloaded using the exterior fill line at each building.

Each prospective bidder shall visit all the delivery sites to determine the length of hose or any other equipment they need to unload chemicals.

Liquid Alum must be manufactured from unrefined Bauxite Ore and Sulfuric Acid. An *Original Certificate of Analysis* and a *Current Safety Data Sheet (SDS)* shall be presented with each delivery.

### **HUDSON WASTEWATER DIVISION:**

#### ***SODIUM HYDROXIDE 50% SOLUTION (Caustic Soda):***

The Town intends to purchase approximately 155,000 gallons of Sodium Hydroxide for the period from July 1, 2017 to June 30, 2018.

The supplier shall furnish within five (5) working days of notification sufficient quantities of the product as required by the Town of Hudson.

The Sodium Hydroxide Solution delivered to the Town of Hudson shall be 50% technical grade and must comply with the requirements of "AWWA Standard for Caustic Soda ANSI/AWWA B501-98".

The actual quantity may increase or decrease in accordance with the operating needs of the wastewater treatment facility. The Town makes no guarantee that a minimum quantity of Sodium Hydroxide will be purchased or consumed during the above stated period. Solely the Town shall determine the application of the Sodium Hydroxide.

Delivery shall be accepted at the Wastewater Treatment Facility (WWTF) in the Department of Public Works Yard at 1 Municipal Drive in Hudson, in full load 4,000-to-5,000-gallon shipments. Delivery shall be made between 7:30a.m. and 2:30 p.m. Delivery trucks must have their own means for off-loading the Sodium Hydroxide and adapting to the quick connect fill line at the WWTF. Delivery trucks shall have materials necessary to collect and remove any product drained from hoses and/or fittings or spills during delivery and transfer operations. A current MSDS shall be presented with the initial delivery. An Original Certificate of Analysis shall be presented with each delivery.

#### ***SODIUM HYPOCHLORITE 12.5% SOLUTION:***

The supplier shall furnish within forty-eight (48) hours of notification sufficient quantities of the product as required by the Town of Hudson.

The Sodium Hypochlorite Solution delivered to the Town of Hudson shall be 12.5% technical and meet AWWA Standard B300-87 (and subsequent revisions).

The actual quantity may increase or decrease in accordance with the operating needs of the wastewater treatment facility. The Town makes no guarantee that a minimum quantity of Sodium Hypochlorite will be purchased or consumed during the above stated period. Solely the Town shall determine the application of the Sodium Hypochlorite.

Delivery shall be accepted at the Wastewater Treatment Facility (WWTF) in the Department of Public Works Yard at 1 Municipal Drive in Hudson, 2,000 gallon shipments. Delivery shall be made between 7:30 a.m. and 2:30 p.m. Delivery trucks must have their own means for off-loading the Sodium Hypochlorite and adapting to the quick connect fill line at the WWTF. Delivery trucks shall have materials necessary to collect and remove any product drained from hoses and/or fittings or spills during delivery and transfer operations.

A current MSDS shall be presented with the initial delivery.

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#### ***SODIUM BISULFITE SOLUTION:***

The Town intends to purchase approximately 5,600 gallons of Sodium Bisulfite Solution for the period from July 1, 2017 to June 30, 2018.

The supplier shall furnish within five (5) working days of notification sufficient quantities of the product as required by the Town of Hudson.

The Sodium Bisulfite Solution delivered to the Town of Hudson shall be 38%-40% technical grade or equivalent. The Sodium Bisulfite must be void of sediment and 100% soluble in water

The actual quantity may increase or decrease in accordance with the operating needs of the wastewater treatment facility. The Town makes no guarantee that a minimum quantity of Sodium Bisulfite will be

purchased or consumed during the above stated period. Solely the Town shall determine the application of the Sodium Bisulfite.

Delivery shall be accepted at the Wastewater Treatment Facility (WWTF) in the Department of Public Works Yard at 1 Municipal Drive in Hudson, 800 gallon shipments. Delivery shall be made between 7:30a.m. and 2:30 p.m. Delivery trucks must have their own means for off-loading the Sodium Bisulfite and adapting to the quick connect fill line at the WWTF. Delivery trucks shall have materials necessary to collect and remove any product drained from hoses and/or fittings or spills during delivery and transfer operations.

### **HOOKSETT VILLAGE WATER PRECINCT:**

All vendors must guarantee delivery within five working days from the date of order. Quantities listed on the bid sheets are anticipated, not guaranteed quantities. All chemicals must meet the latest revisions of all applicable AWWA / NSF standards (including but not limited to NSF 60/61, AWWA B300 for sodium hypochlorite and AWWA B201 for dense soda ash) for use in potable public drinking water supplies. Deliveries shall be received from 8:30 AM to 2:30 PM Monday through Friday excluding holidays. HVWP personnel shall be present for all deliveries. Split loads shall be delivered to the South Well (38 Pinnacle Street) and East Well (19 Ardon Street). Vendors are encouraged to visit the delivery sites upon award of the bid to ensure that deliveries can be made with their trucks. Deliveries of drums and palletized chemicals shall be made to ground level from a straight truck equipped with a hydraulic tailgate. Vendor must email security info (including, at a minimum: Driver's name, truck # and chemical names/volumes) PRIOR to delivery, or the delivery will be refused. Vendor shall call HVWP at least 30 minutes prior to driver's arrival. Every delivery must be inspected by HVWP prior to unloading, and the vendor's driver must be able to draw a sample for inspection, if requested by HVWP during the delivery. A Certificate of Analysis (CoA), driver's photo ID and a Safety Data Sheet (SDS) compliant with OSHA's most recent Hazard Communication Standard must be provided by the driver at the time of delivery, along with the Bill of Lading. The pH, specific gravity and water solubility must be shown on the CoA. We reserve the right to accept or reject any and all deliveries at the vendor's expense that do not meet our requirements.

### **HOOKSETT, NH WASTEWATER PLANT (Sewer Dept.):**

A Certificate of Analysis for Sodium Hypochlorite must accompany deliveries.

Sodium Hypochlorite must be delivered from the rear of truck.

All chemical suppliers must be equipped with the proper fittings, connections, and hoses to properly and safely unload chemical.

All deliveries shall be made Monday – Friday, between 7:30 AM and 3:00 PM.

Sodium Hypochlorite certified to NSF/ANSI Standard 60.

### **HOLDEN DPW WATER & SEWER DIVISION:**

Special instructions will be issued to the vendors when orders are placed. No deliveries shall be accepted unless requested by the Town. The Town must be notified by the vendor (and not by the driver) of the name of the driver who will be delivering to our facilities. All drivers to display identification at chemical delivery.

A phone call shall be placed stating an estimated time of arrival at least one hour before delivery to insure that Town personnel can be present for the delivery. All chemical deliveries shall be accompanied by a certificate of analysis, certificate of origin, a bill of lading or a certificate weight ticket must accompany each delivery. Liquid deliveries must note the specific gravity of the chemical on the delivery slip.

Vendor shall call the primary contact at 774-696-4093 or secondary contact at 508-210-5550 between the hours of 8 to 3:30 pm with the date and time of delivery.

All Applicable AWWA and NSF/ANSI Standard 60 for drinking water specifications will be met for all delivered chemicals and a certificate of analysis and a certified weight ticket must accompany each delivery.

All containers and appurtenances shall be dedicated solely to the chemical that is being delivered. Otherwise, a Tank Cleanout Certificate is required with each chemical delivery. The Town reserves the right to accept or reject any and all deliveries at the vendor's expense that do not meet these standards.

- Sodium hypochlorite will be delivered at Spring St Treatment Facility, 69 Spring St, between 10-14 -5-gal containers approximately each month for an estimated usage of 500-gal/year.

- Sodium Fluoride (coarse) will be delivered at the Wachusett Treatment Facility, 1195 Wachusett St. on pallet of 40 -50-lb/bags approximately 2-3 times per year, estimated total usage of 5,500 lbs/year. Power gate is required.

- Potassium Hydroxide 45% will be delivered at Mason Wells, 200 Mason Rd, 15-gal containers every 60 days, estimated annual usage of 1,800 gal. Maximum of 25 containers per delivery. Requiring Box Truck with Power Lift Gate.

- Potassium Hydroxide 45% bulk, 1000-1500 gallons every 30-40 days, estimated annual usage is 13,800 gallons. Deliver at two sites Wachusett Treatment Facility, 1195 Wachusett St, and Spring St, 69 Spring St. Size of interior fill connection is 2" male fitting.

The vendor must set aside a total of 50 unused 15-gallon containers and mark them in such a way that they will only be used for the Town of Holden, and will only contain potassium Hydroxide. A shipment without dedicated markings for the Town of Holden shall be rejected.

Deliveries must be received between 7:30 am and 2:00 p.m. Monday - Friday

### **HOLLISTON WATER DEPARTMENT:**

All deliveries shall be made between 7:30am – 2 pm, Monday – Friday.

All Bids must meet AWWA and NSF/ANSI Standards for use in potable water treatment.

Deliveries may be less than 1,000 gallons due to bulk storage tank restrictions.

The vendor must have a pallet jack on the truck to place the pallets at the end of the truck.

A Water Department employee must be present at all deliveries.

Deliveries may include multiple stops per order.

MSDS sheets must accompany the first delivery faxed or emailed ok.

Delivery of drums, containers and bagged chemicals must be on secured pallets.

Quantities listed on the bid sheets are anticipated, not guaranteed quantities.

We reserve the right to accept or reject any and all deliveries at the vendor's expense that do not meet our requirements.

All rejected loads shall be at the vendor's own expense.

The chemical company will be responsible for clean-up of all spills at their expense.

Town of Holliston reserves the right to award business to most qualified bidder.

All chemical suppliers must be equipped with the proper fitting, connections and hose to safely unload chemicals.

Potassium Permanganate to be delivered in 55-pound containers on pallets (U.S. made only) and free flowing.

### **IPSWICH WATER TREATMENT PLANT:**

A **Certificate of Analysis** must accompany all chemical deliveries as to the batch delivered. This information may be e-mailed to the W.T.P. just prior to delivery. Splitting of any bulk delivery chemical shipments with other facilities will not be allowed unless compartmented tankers are used with separate weight slips.

All **treatment chemicals** must meet AWWA / NSF standards (latest revisions), for use in public drinking water supplies.

A **grab sample** must be taken from all bulk delivered chemicals by delivery personnel and checked by WTP personnel before the delivery is accepted.

All **bulk deliveries** shall be able to be off-loaded by cam & groove quick connect couplings.

All **drum / tote deliveries** shall be able to be off-loaded by pallet jack or drum truck at our loading dock.

**Polyaluminum chloride** – Shall be Holland PC-H180 or demonstrated equal. Deliveries will only be accepted with product shipped in vendors' own dedicated tankers.

**Muriatic Acid (15%-WT)** – Shall be delivered in 2,600 lb. quantities (TOTE) and off-loaded/transferred into bulk storage tank.

**Ortho-Polyphosphate** – Shall be Carus Aqua-Mag 9500 (50/50 Blend) or demonstrated equal.

All deliveries shall be made Monday through Friday between 7:00am and 3:00pm.

Please notify W.T.P. personnel 24 hours prior to delivery.

**All new vendors** are requested to visit the delivery site prior to the first delivery. All chemical suppliers must be equipped with the proper fittings, connections and hoses to properly and safely unload. Chemicals, and will be responsible for clean-up of all spills at their expense. The Town reserves the right to accept or reject any and all deliveries at the vendor's expense that do not meet our requirements.

### **JAFFREY, N.H (new for 2021).**

All Chemical deliveries shall be from 8:00 am until 2:00 pm Monday through Friday, excluding holidays. Water Department personnel shall be present for all deliveries. A phone call shall be placed one hour before delivery to ensure personnel are present.... **Please call (603) 562-6816.**

The Delivery location for Bulk Sodium Hydroxide (25%) may be split into three locations:

- Turnpike Rd. Well, 104 Turnpike Road
- Contoocook Well, 314 Woodbound Rd.
- Squantum Well, 406 Squantum Rd.

Liquid Sodium Hypochlorite (12.5%) will be delivered to the Jaffrey Dept. of Public Works, 23 Knight Street

Sterling CP-33 and Accutab Calcium Hypochlorite shall be delivered to 104 Turnpike Rd.

Only Sterling Brand CP-33 will be accepted. Do not replace it with any other misc. Phosphate brand or type.

Bulk deliveries are all gravity fed pump offs. Drivers to bring their own hoses and hookups. All drums and pails require a hydraulic lift gate.

All products must meet AWWA and NSF/ANSI standards for use in potable water treatment. No chemicals deliveries shall be accepted unless requested by the Jaffrey NH Water Department.

## **KEENE, N.H WATER AND WASTEWATER DEPARTMENTS:**

### **DELIVERY REQUIREMENTS FOR WATER AND WASTEWATER PLANTS:**

All applicable AWWA and ANSI/NSF Standard 60 for drinking water specifications will be met for all chemicals delivered. A certificate of analysis is to accompany each load.

Specifications for Sodium Bicarbonate are as follows:

For WWTP: Good quality Industrial Grade; no contaminants in toxic amounts may be present.

The product shall be delivered in 50 lb. bags, palletized and restrained for stability during shipping ( i.e. plastic wrapped, strapped)

Deliveries shall be approximately 40,000 pounds per load.

For the WTF: Product shall meet U.S.P XXIV specifications and applicable AWWA and NSF/ANSI standard 60 for drinking water

Iron content: 5 ppm maximum

Granulation: Cumulative retained on US standard

Screens 60 mesh (250 microns) 20% minimum

100 mesh (149 microns) 65% minimum

170 mesh (88 microns) 95% minimum

The product will be delivered in 50 lb. bags, palletized, and restrained for stability during shipping (i.e. plastic wrapped, strapped).

Carbon-super sacs shall not be double-stacked (one on top of another), only one super sac per pallet.

Double pallets shall be used to maintain a minimum clear opening of 3.5 inches (vertical) in the bottom pallet for motor driven pallet truck forks.

No pin wheeling of pallets will be allowed.

Deliveries shall be approximately 40,000 pounds per load.

No split deliveries, each facility orders and receives products separately.

### **DELIVERY SLIPS AND INVOICES:**

Delivery slips are to be provided to the City upon delivery to the water or wastewater plants. Delivery slips shall include the item description, quantity delivered, and unit of measure. Invoices must be itemized and include the vendor's name, address, and contact telephone number, ship to and bill to addresses, date of delivery, item description, quantity delivered, unit of measure, unit and extended prices.

## **LACONIA, NH - WATER TREATMENT PLANT (NEW MEMBER):**

Laconia Water Works requires that all applicable AWWA and ANSI/NSF Standard 60 for drinking water specifications will be met for all chemicals delivered. A certificate of analysis is to accompany each load.

Deliveries shall be received 7:30am to 3:00pm Monday thru Friday (except holidays) at the Laconia Water Works Treatment Facility located at 117 Stark Street, Laconia NH 03246. Delivery

trucks must be equipped with proper couplings for unloading. Laconia Water Works uses 2" Gatorlock Cam Couplings for all liquid chemicals.

Delivery Slips and Invoicing: Delivery will not be accepted until the vendor has received a Purchase Order number from Laconia Water Works. Delivery slips are to be provided to the treatment plant each time a delivery is made. Delivery slips shall include the item description, quantity delivered, unit of measure and the correct purchase order number. Invoices are to be submitted as indicated on the purchase order. The invoice must be itemized and include the vendor's name, address, and contact

telephone number, ship to and bill to addresses, date of delivery, item description, quantity delivered, unit of measure, unit and extended prices, and payment terms.

**LAWRENCE WATER TREATMENT PLANT:**

Chemical deliveries to be made on Monday – Friday between 7:00 am – 3:00 pm.  
Phone call required on arrival and to access gate.  
Phone #s: Primary: (978) 620-3594; Secondary: (603) 661-5947  
Zinc Orthophosphate shall be Carus 3300 or equal.  
A Certificate of Analysis must accompany all deliveries as to the batch delivered.

**LINCOLN WATER DEPARTMENT:**

All deliveries must be made between 7:00AM and 2:00 PM  
A grab sample must be taken from all bulk delivered chemicals by delivery personnel, and checked by Town personnel before the delivery is accepted.  
A phone call shall be placed stating an estimated time of arrival at least one hour before delivery to ensure that Town personnel can be present for the delivery.  
All chemical deliveries shall be accompanied by a certificate of analysis, a legible MSDS sheet, certificate of origin, a bill of lading or a certified weight ticket must accompany each delivery.  
Supplier must furnish all equipment necessary for delivery.  
Tank truck delivery discharge shall be pressurized air only to a two inch quick connect male fitting.  
A hydraulic tailgate & pallet jack required for all container deliveries.  
Tower Road Well, 67 Tower Rd:  
Nine (9),15-gallon containers – Carus 3180  
1 pallet Sodium Fluoride in 50 lb. bags  
KOH concentration of 45% bulk  
Tank truck delivery discharge shall be pressurized air only to a two inch quick connect male fitting.  
A hydraulic tailgate & pallet jack required for all container deliveries.

Water Treatment Plant, 80 Sandy Pond Road:

Nine (9), 15-gallon containers – Carus 3180  
1 pallet Sodium Fluoride in 50lb. bags  
Chlorine gas in 150 lb. cylinders  
NAOH concentration of 25% bulk  
50% Citric Acid – 55 gal drums  
Sodium Bisulfite – 38% 55 gal drums  
Sodium Hypochlorite – 12.5% 5 gal carboys  
Sodium Hydrochloric Acid – 15-Gallon Containers  
Tank truck delivery discharge shall be pressurized air only to a two inch quick connect male fitting.  
A hydraulic tailgate & pallet jack required for all container deliveries.

**LITTLETON WATER DEPARTMENT:**

Potassium hydroxide must meet AWWA B511 Standards and be certified under NSF/ANSI Standard 60. A two- and one-half inch quick connect fitting is located at all sites. Supplier must furnish all equipment necessary for delivery. All deliveries are to be supervised by Department employees. All deliveries are to be preceded by a telephone call to 978-540-2222 with an estimated time of arrival. A sample of KOH must be taken during the filling of the tank truck and given to the Department employee before delivery is accepted. Liquid deliveries must note the specific gravity of the chemical on the delivery slip. A certificate of analysis and washout certificate must be provided at the time of delivery. Deliveries to the

following locations: Littleton WTP, Beaver Brook Treatment Plant – 519 Great Road/Rte. 119, approx. 1/2 mile west of Rt. 495, and WTP 15 Whitcomb Ave. Typical order = 1,500-2,500 gallons.

Sodium hypochlorite bulk shall be delivered to Beaver Brook Treatment Plant, 519 Great Road/Route 119 and WTP, 15 Whitcomb Ave.. All deliveries are to be preceded by a telephone call to 978-540-2222 with an estimated time of arrival.

Sodium Hexametaphosphate shall be Pristine SK 7641 or demonstrated equal .

All drum and pallet deliveries must be by truck with a hydraulic tailgate capable of lowering the delivery to the ground. A pallet jack is required for all drum and pallet deliveries. Delivery vehicles must supply a 20 - 40-foot delivery hose. All deliveries between 7:30am and 11:00am, Mon — Thurs. **No Friday deliveries.**

#### **LOWELL REGIONAL WASTEWATER UTILITY:**

Deliveries are to be made during regular business hours of 7AM and 3PM Monday through Friday.

However, occasionally, special arrangements for after-hours deliveries and/or weekend deliveries may be necessary and are by pre-approval only.

All deliveries are to be preceded by a telephone call to 978-674-4248 X 1600 with an estimated time of arrival. A wastewater department operator must unlock storage and witness all deliveries. All deliveries must be signed in by an Operator before hookup.

Sodium hypochlorite deliveries must be made within 48 hours of request and may be split at the facility. The split will be 700 gallons into a small bulk tank with the remainder being offloaded into the main bulk storage tanks.

Sodium Hydroxide 25% deliveries will only be accepted as bulk deliveries of approximately 700 gallons.

#### **LOWELL REGIONAL WATER UTILITY (W.T.P.):**

All deliveries are to be made during our regular business hours of 7:00am to 4:00pm Monday thru Friday. However, occasionally, special arrangements for after-hours deliveries and/or weekend deliveries may be necessary and are by pre-approval only. All deliveries must be signed in by an Operator before hookup. All deliveries to the Intake Station must first check in at the Treatment Plant. An Operator will then open the gate at the Intake Station.

Poly-Aluminum chloride deliveries must adapt to 3-inch stainless steel camlock quick connect. Caustic deliveries must adapt to a 2-inch camlock quick connect. Caustic and poly-aluminum chloride suppliers must provide tank trucks which have the capability to air unload with a minimum pressure of 25 psi. Silly acid, zinc orthophosphate, sodium hypochlorite and sodium chlorite deliveries must adapt to 2-inch camlock quick connect. Muriatic acid deliveries must adapt to a 2-inch four-bolt flange with gasket. Sodium hypochlorite deliveries must always have split load capability.

The ability to purchase half-loads near end of the fiscal year is expected.

#### **LUNENBURG WATER DISTRICT:**

Sodium hydroxide deliveries are made to the pump stations at 671 Lancaster Avenue, 100 Wintergreen Court, and 500 Leominster Shirley Road between 7:30 a.m. to 4:00 p.m. Call 978-582-4532 prior to delivery so an employee can be present. Sodium hypochlorite (15%) in 15-gallon containers is to be delivered to the Water District Office to 496 Mass. Ave., Lunenburg, MA.

#### **LYNN WATER TREATMENT PLANT:**

Chemical deliveries to be made on Monday-Friday between 7:30am-12:00pm. Zinc orthophosphate shall be V-939 or equal.

A certificate of Analysis must accompany all deliveries as to the batch delivered.  
All chemicals must meet the latest AWWA specifications and NSF 60, 61 specifications.  
All chemicals must be food grade or designated as PW grade.  
All chemical delivery trucks must be designated for food grade or for PW grade products only.  
Liquid Alum must be manufactured from unrefined Bauxite Ore and Sulfuric Acid.

### **MANCHESTER BY-THE-SEA:**

All deliveries must be made between 7:00AM and 2:00 PM. Town representative/operator must be present during all deliveries. Town representative/operator will coordinate all deliveries with the vendor.

All sites accessible by tank trucks for deliveries except as noted.

Trucks for delivery of drums and palletized chemicals must be equipped with hydraulic tailgate.

Location specific information listed below:

Gravelly Pond Water Treatment Facility GPS Address 599 Chebacco Road, Hamilton. Chemicals to be delivered (volumes): aluminum sulfate (1,000-1,400 gal), sodium hydroxide (1,000 - 2,500 gal), sodium hypochlorite (300 - 1000 gal), potassium permanganate (full pallet-55 lb. drums), sodium fluoride (full pallet-50 lb. bags). Bulk deliveries of liquid chemicals via 2-inch quick disconnect. Lincoln Street Well - 42 Lincoln Street, Manchester. Chemicals to be delivered (volumes): sodium hydroxide (1,000-2,500 gal), sodium hypochlorite (200-600 gal). Bulk deliveries of liquid chemicals via 2-inch quick disconnect. Round Pond Pump Station #1, 299 Chebacco Road, Hamilton. Chemicals to be delivered (volumes): sodium hypochlorite (100-300 gal). Bulk deliveries of liquid chemicals via 2-inch quick disconnect. Wastewater Treatment Plant 12 Church St., rear of Town Hall, Manchester. Chemicals to be delivered (volumes): sodium hypochlorite (200 – 700 gal), dense soda ash (minimum of one pallet of (50) 50-pound bags).  
NOTE: Delivery will be made to multiple facilities.

### **MAYNARD WATER DEPARTMENT:**

All chemicals must meet AWWA and NSF/ANSI Standards for use in potable water treatment.

No chemical deliveries shall be accepted unless requested by the water department. The chemical firm must identify the name of the driver providing the delivery at the time the order is placed. The driver must produce a photo I.D. prior to unloading as well as a certificate of analysis.

Deliveries shall be accepted by water department staff between 7:00 AM and 2:00 PM Monday through Friday. All goods shall be delivered within 1 week of the date of order. A maximum of 3 stops may be required for bulk chemicals of KOH, with up to 2,000 gallons total delivery at one time.

All chemical venders must be equipped with the proper fittings, connections, and hoses to unload chemical properly and safely. The chemical venders will be responsible for all spills. Quick closing valves must be located on the truck to ensure swift response in case of an emergency.

### **MEREDITH NH WATER DEPARTMENT:**

All deliveries shall be made between 8:00 am– 2:30 pm, Monday. – Friday. Plant personnel will be present at all deliveries. Dry chlorine Accu-Tabs – 55 lbs. pails, ground level delivery. Bill of lading and certificate of analysis is required. A grab sample of all bulk chemical deliveries may be taken at any time.

### **MERRIMAC WATER DEPARTMENT:**

Sodium Hypochlorite shall be delivered, as ordered by the Water Department in 15-gallon drums to the Merrimac Water Treatment Facility and the Bear Hill Pump Station. All deliveries of chlorine will be made by truck equipped with a power tail gate. Potassium hydroxide shall be liquid with a minimum available potassium hydroxide content of 45%. Potassium hydroxide shall be delivered, as ordered by the Water Department, in minimum amounts of 1000 gallons per order to the Merrimac Water Treatment Facility. Potassium permanganate shall be free flowing and in complete accordance with AWWA Standard B603-77 (latest revision) with a minimum available potassium permanganate content of 95%. Potassium permanganate shall be delivered, as ordered by the Water Department, in sealed pails with handles weighing no more than 25 kg each, in minimum amount of 36 pails per order to the Merrimac Water Treatment Facility.

All deliveries shall be made Monday – Friday no holidays, 7:30 a.m. to 2:30 p.m. Please notify Merrimac Water personnel 24 hours prior to delivery and call 30 minutes prior to arrival.

### **METHUEN WATER TREATMENT PLANT:**

If the vendor has not previously been contracted to supply chemicals, a site visit is required.

Bill of Lading is required.

Certificate of Analysis is required.

All containers and appurtenances shall be dedicated solely to the chemical that is being delivered. Otherwise, a Tank Cleanout Certificate is required with each chemical delivery.

All deliveries shall be scheduled in advance, so trained staff are present to accept and monitor the delivery process.

All chemical deliveries will only be scheduled for specified times.

In case of emergency situations, quick closing valves must be located on the truck to ensure swift response.

Tank Trucks shall be equipped with a hatch or other suitable means of drawing samples for testing directly from the tank. If deemed necessary, the tank piping system shall be tested along with the tank sample.

The driver shall obtain samples of the chemical to facilitate testing (If appropriate).

Weight Certificates shall accompany all deliveries.

Vendor is to supply their delivery SOP.

Vendors shall be able to supply enough chemicals to meet the needs of Methuen W.T.P.

### **NASHUA N.H. WASTEWATER TREATMENT PLANT:**

The Plant Operations Supervisor will order the chemical to be delivered when: A. the chemical storage tank can receive a standard load (typically 3,000 to 4,000 gals) and B. when filled the tank will be at 95% capacity or less.

Deliveries will be scheduled between the hours of **7:00 am till 1:30 pm** Monday through Friday.

The delivery driver must check in at the main building, before offloading any cargo.

The NWTF staff person will check to ensure the following: A. Proper tank is being filled and that there is sufficient space in the tank for the amount of product being delivered. The staff person will also verify that the correct product is going into the correct tank as well.

**Both the NWTF staff person and the delivery driver will wear the proper protective clothing that is listed at the bottom of this document.**

**The NWTF staff person will remain present during the entire off-loading process. They will have a two-way radio at all times. This is to ensure an immediate response to any emergency that may arise.**

There should be no product leaking from any fittings or hoses. If leaks occur, steps must be taken to collect products and stop the leak. Any product spilled on the ground must be hosed down.

The NWTF will provide a hose for rinsing spills and the containment area.

The doors to the building that the chemical is being delivered to will remain open during off-loading to insure access to the safety shower and the eyewash.

When the filling procedure is complete, the NWTF staff person will ensure that the area is properly cleaned up and the building is secured.

Chemical clothing that must be worn: Goggles face shield, chemical resistant apron, long sleeve shirt, chemical resistant gloves.

Sodium Hypochlorite deliveries must be made within 36 hours of request. All other chemical deliveries must be made within 5 days of request. All chemicals should have a Certificate of Analysis provided with the Bill of Lading. An up-to-date Safety Data Sheet must be provided at the first delivery to be kept on file at the Wastewater Facility. Deliveries will be scheduled Monday through Friday 7 am to 1:30 pm, unless specifically requested. The delivery driver must check in at the main building, before offloading any cargo. A Nashua staff member will verify the delivery load, the delivery location, and the quantity and will remain present throughout the delivery process. Delivery drivers must adhere to all onsite safety guidelines for safe delivery of the chemical.

### **NEWBURYPORT WASTEWATER TREATMENT PLANT:**

The truck that delivers potassium permanganate on pallets must be equipped with a hydraulic tailgate and bring an electric pallet jack to unload.

### **NEWBURYPORT WATER TREATMENT PLANT:**

Sodium fluoride shall be coarse granulated type with delivery to Ferry Road Well-Site.

Potassium Permanganate to be American Made and Free Flowing

Phosphorus Acid to have 2-handles on drums and empties to be picked-up when new delivery is made.

### **NORTH ANDOVER WATER TREATMENT PLANT:**

No deliveries shall be accepted unless requested by the Town. All deliveries are to be preceded by a telephone call to 978-688 9574 with an estimated time of arrival. The Town must be notified by the firm (and not by the driver) of the name of the driver who will be delivering to our facility. The driver must produce a photo ID before the Town allows unloading from the truck.

All chemical deliveries shall be between 7:00 AM and 3:00 PM. AM deliveries preferred. WTP personnel must be present at all deliveries.

Truck drivers must show ID, Bill of Lading, Clean Tank Certificate (or Dedicated Tank Certificate) and Certificate of Analysis, Certificate of Origin, and a legible MSDS along with the specific gravity on the delivery slip for liquid chemicals. A grab sample must be taken on-site from all bulk delivered chemicals by delivery personnel and witnessed and checked by W.T.P. personnel before the delivery is accepted. For this purpose, tank trucks shall be equipped with a hatch or other suitable means of drawing samples for testing directly from the tank. PPE should be always worn during the offload. All fittings are male quick connect.

The chemical company will be responsible for all spills. Quick closing valves must be located on the truck to ensure swift response in case of an emergency. No more than 18 pounds per square inch of air pressure in the chemical blow-offline to clear chemical from the line.

Copper sulfate shall be # 30 mesh delivered in small trucks with hydraulic tailgates.

Zinc orthophosphate shall be 7.85% as Zn and 7.85% as PO<sub>4</sub> (1:1 ratio only) (Chem. Spec. V-932). For Zinc orthophosphate deliveries, the truck must be able to off load from the rear of the truck, as the

truck will be parked on a slope during deliveries. It does not matter for all other chemicals as the point of delivery is on a flat surface.

All dry products and drums require hydraulic tailgates.

Polyaluminum chloride shall be Holland PC-H180 or equivalent (if meets DEP approval)

All PCH180, potassium hydroxide, sodium hypochlorite and silly acid deliveries shall be guaranteed within 4 working days of the order.

For all quantities listed on the bid sheet, these are anticipated, not guaranteed quantities. We reserve the right to accept or reject any and all deliveries at the vendor's expense that do not meet any of the above guidelines.

### **NORTH CHELMSFORD WATER DISTRICT:**

All mailings should be sent to: North Chelmsford Water District, North Chelmsford MA 01863, ATTN: Superintendent.

All Chemical deliveries will be at the Bomil Water Treatment Facility, 55 Richardson Road, North Chelmsford, MA.

All Chemical suppliers must be equipped with the proper fitting, connections and hose to properly and safely unload All Chemicals.

Sodium hypochlorite delivered in 5-gallon reusable clean vented containers. A minimum of 6 containers of 5 gallons, ordered at a time, twice a year.

Potassium hydroxide deliveries will be six to eight times a year, potassium hydroxide deliveries of 2500 to 3000 gallons.

Poly-Aluminum Chloride, (PCH180) deliveries will be two to three times a year, PCH180 deliveries of 1000 to 2000 gallons.

Citric Acid deliveries will be twelve times a year, deliveries of 1000 to 1100 gallons shall be received in 250 gallon totes and used totes shall be picked up by vendor.

Citric Acid 24/50 Lbs. Bag deliveries shall be once a year on one Pallet.

Safe-T-Chlor deliveries will be six times a year, deliveries of four, 55-gallon drums, dry weight.

Chlorine Gas deliveries will be six times a year, four, 150-pound cylinders.

Sodium Thiosulfate 24/25 KG bag deliveries shall be once a year on one Pallet.

All Vendors must guarantee delivery five working days from date of order.

The vendor must call (978) 251-3931 for directions and verification of delivery date.

Deliveries must be made between 9:00 a.m. and 1:00 p.m.

A Water District representative will escort the truck to the delivery location.

### **NORTH READING WATER DEPARTMENT:**

Sodium Hypochlorite in 15-gallon reusable containers and 5-gallon carboys shall be delivered as ordered to the Central Street Pumping Station, 246 Central Street, North Reading. The minimum order shall be nine (9) 15-gallon containers and twelve (12) 5-gallon carboys. Sodium hypochlorite shall be liquid with a minimum available chlorine concentration of 15%. Materials shall meet the requirements of the latest edition of AWWA' Standard B300 for hypochlorites. Calcium Hypochlorite tablets in 55 lb. pails shall be delivered to the Central Street Pumping Station, 246 Central Street in North Reading. Minimum order shall be 8 55 lb. pails. All deliveries of chemicals shall be made between 7:30 a.m. and 3:00 p.m. Deliveries shall be coordinated with the North Reading Water Department.

### **PEABODY WATER DEPARTMENT:**

All chemicals must meet AWWA and NSF/ANSI Standards for use in potable water treatment. No chemical deliveries shall be accepted unless requested by the water department. The chemical firm must identify the name of the driver providing the delivery at the time the order is placed. The bill of lading, certificate of analysis and a grab sample to be analyzed are required prior to unloading.

Deliveries shall be accepted by the City between 7:00 AM and 3:00 PM Monday-Friday. All goods shall be delivered within five (5) business days from date of order. Off hours deliveries can be accepted with pre-approval from the City.

All chemical vendors must be equipped with the proper fittings, connections and hoses to properly and safely unload chemical. The chemical vendors will be responsible for all spills. Quick closing valves must be located on the truck to ensure swift response in case of an emergency.

All liquid chemical deliveries must not be delivered at temperatures exceeding 100 °F.

A hydraulic lift-gate is required for all pallet deliveries to both Winona WTP and Walsh WTP. All pallet deliveries to Winona WTP and Walsh WTP shall be off loaded to a storage position identified by Water Department personnel (low lift pump jack required).

Sodium fluoride shall be the coarse granules supplied in 50-55 lb. bags.

Copper sulfate shall be the large crystals (1/2" -1") supplied in 50-55 lb. bags.

Sodium Hydroxide, sodium hypochlorite, polyaluminum chloride, and ammonium sulfate deliveries may be split between the Walsh WTP and Winona WTP.

Sodium Hypochlorite certificate shall include time in storage and delivery.

Poyaluminum Chloride and Sodium Aluminate are required to pre-qualify their product using our Raw untreated water in both warm (summer) and cold (winter) water temperature conditions in a demonstration study, including but not limited to jar testing, to be conducted onsite and to be overseen by our consulting engineer. All costs associated with this process shall be paid by the vendor/supplier.

### **RAYMOND WATER DEPARTMENT:**

All deliveries shall be made between 8:00 am– 2:30 pm, Monday. – Friday. Deliveries will be to 5 Cider Ferry Rd. These are UNMANNED stations. Please call ahead (603) 867-9862 or (603) 706-2804.

Sodium hydroxide 25% in bulk delivery of 800-1000 gallons. Dry chlorine Accu-Tabs – 6 or 8, 55 lbs. pails, ground level delivery. Potassium Permanganate 330lb drums.

Ortho Poly Phosphate HC-2050 30-gallon drums

### **RIVER CROSSING CONDOMINIUMS – TYNGSBOROUGH, MA**

All chemicals must meet AWWA and NSF/ANSI Standards for use in potable water treatment.

No chemical deliveries shall be accepted unless requested by the water department. The chemical firm must identify the name of the driver providing the delivery at the time the order is placed. The driver must produce a photo I.D. prior to unloading as well as a certificate of analysis.

Deliveries shall be accepted by the Condominium Public Water Supply, Village Lane, Tyngsborough, MA. between 8:00 AM and 5:00 PM Monday through Friday. All goods shall be delivered within 2 weeks from date of order, because of limited size of bulk delivery.

All chemical venders must be equipped with the proper fittings, connections, and hoses to unload chemical properly and safely. The chemical venders will be responsible for all spills. Quick closing valves must be located on the truck to ensure swift response in case of an emergency.

KOH shall be delivered in bulk, between 275 and 350 gallons, every 7 to 10 months.

### **ROWLEY, MA. WATER DEPARTMENT:**

Deliveries accepted Monday through Friday from 7 AM until 3 PM. All Deliveries must be scheduled in advance and a specific date for delivery set. Contact for the office is at 1-978-948-2640 EXT: 101. The Water Department may have three different addresses with four different buildings, all in Rowley, for chemical deliveries. **435 Haverhill Street**, Well #2, on Left 2.7 miles from the Entering Rowley sign on Rt. 133 East from Exit 54, off of Rt. 95 for bulk deliveries of 600 or 700 gallons of 25% Sodium Hydroxide (Caustic Soda) Delivery needs one length of two-inch hose to a two-inch MALE quick connect. Tanker can pull along beside the delivery point. **401 Central Street**, Water Department Garage, for Palletized delivery of Poly Ortho Phosphate drums, and 15% Sodium Hypochlorite drums. A Lift Gate is needed for ground level delivery. **64 Pingree Farm Road**, a dirt road on the right 0.5 miles from the Entering Rowley sign, on Rt. 133 East from Exit 54, off of Rt. 95. Water Treatment Plant for BULK delivery of 25% Sodium Hydroxide (Caustic Soda), 15% Sodium Hypochlorite, and Aluminum Chlorohydrate (ACH). Tanker must back in, down slope, to the loading area. Isolated Inlet boxes each have a two-inch MALE quick connect above the loading dock. This loading dock is accessible with a tractor trailer or straight truck to be used for delivery of palletized Citric Acid, Ascorbic Acid, Potassium Permanganate and Ortho-Phosphate. The loading dock is slightly up-grade accessible with a tractor trailer or straight truck. **Note:** 5 mph Pingree Farm road access road speed limit.

### **SALEM, NH WATER TREATMENT PLANT:**

All deliveries shall be made Monday-Friday, between 7:30 AM and 2:30 PM. Bill of lading and certificate of analysis is required. A grab sample of all bulk chemical deliveries may be taken at any time.

The vendor will deliver the Ammonium Sulfate pallets on a truck equipped with a motorized lift-gate.

The product will be crystalline 99% Ammonium Sulfate without significant clumping or product dust and will not contain sodium ciproate or similar additives.

Northland Rd PRV Station: Windham NH: All deliveries shall be made by appointment Monday-Friday, between 7:30 Am and 2:30 PM.

Bill of lading and certificate of analysis is required. A grab sample of all bulk chemical deliveries may be taken at any time.

The vendor will deliver Sodium Hypochlorite 12.5% in 55 gal drums on a truck equipped with a motorized lift-gate.

The vendor will deliver Ammonium Sulfate 40% solution in 55 gal drums on a truck equipped with a motorized lift-gate.

Sodium Hydroxide 25% solution, bulk approximately 4,000 gallons per year – 950-gallon bulk tank.

**SALISBURY MA PUBLIC WORKS:**

All chemical deliveries shall be from 8:00 am to 1:00 pm Monday through Friday excluding holidays. Water District personnel shall be present for all deliveries. A phone call shall be placed when delivery is within 1 hour of Town: (978) 465-1430.

**SHIRLEY WATER DISTRICT:**

All chemical deliveries shall be from 8:00 am to 1:00 pm Monday through Friday excluding holidays. For Potassium hydroxide and Sodium hypochlorite, 15-gallon drums, Water District personnel shall be present for all deliveries. A phone call shall be placed when delivery is within the town of Shirley boundaries (978.425.2245 or 978.425.2642).

The delivery location for Potassium Hydroxide shall be split into three (3) locations:

- Patterson Road Station, 17 Patterson Road
- Catacunemaug Road Station, 23 Catacunemaug Road
- Walker Chemical Feed Facility, 15 Patterson Road

Sodium hypochlorite (15-gallon drums) shall be delivered to the Walker Chemical Feed Facility. Deliveries shall be made in a straight truck with a hydraulic lift gate.

**SHREWSBURY WATER DEPARTMENT:**

Sodium Fluoride-estimated annual usage- 17,200/lbs.

(One or two pallet delivery size). Sodium fluoride is to be delivered to the Home Farm Water Treatment Plant, 45 Main Street, Shrewsbury. Materials shall be shipped in 50-pound maximum net multi-ply water resistant bags only, with a minimum of 40 bags per order (1pallet). Sodium fluoride shall meet all requirements of the latest edition of AWWA Standard B701 for sodium fluoride. (Domestic or Japanese Origin Preferred if available). A truck with hydraulic tailgate and pallet jack required to facilitate unloading. Supplier must provide all necessary equipment and staff for delivery.

Potassium Hydroxide 45% Solution- estimated annual usage-75,000 gals/yr.

(4-5,000-gallon delivery size)

Potassium Hydroxide must meet AWWA B511 Standards and be certified under NSF/ANSI Standard 60. A two-inch male fitting with cap is located at the site. Supplier must provide all necessary equipment and staff for delivery.

Sodium Hypochlorite 12.5% Solution-estimated annual usage-5,000 gals/yr.

(Delivery size- 500 gallons)

Sodium Hypochlorite must meet AWWA B300-latest edition. A two-inch male connector is located at the site. Supplier must provide all necessary equipment and staff for delivery.

Ortho-Polyphosphate- estimated annual usage- 4,000 gals.

(Delivery size- 450 gallons)

Presently using a poly ortho phosphate 50% -50% blend. A two-inch male fitting is located at the site. Supplier must provide all necessary equipment and staff for delivery.

Deliveries accepted Monday through Friday from 7:30 AM until 2PM. The delivery address is Home Farm Water Treatment Plant, 45 Main Street, Shrewsbury, MA. All deliveries must be scheduled in

advance and a specific date for delivery set. All deliveries must also be supervised by a Department employee present at all times. Contact numbers for deliveries are Office of the WATER & SEWER DEPARTMENT: TELEPHONE: (508) 841-8506 or the Water Treatment Plant (508) 841-8479. All chemical deliveries shall be accompanied by a certificate of analysis, certificate of origin, bill of lading and SDS sheets.

### **STERLING WATER DEPARTMENT:**

Deliveries shall be between the hours of 7:30 am – 2:00 pm. All deliveries shall be preceded by a phone call with an ETA. Deliveries are to two locations: 281 Redemption Rock Trail and 109 Worcester Road.

### **SUDBURY WATER DISTRICT:**

Sodium fluoride 50 lb. bags on pallets, course, granular. Potassium permanganate. Trucks equipped with hydraulic tailgates for deliveries. Hand Truck required as well.  
No deliveries between 12- 1 PM

### **TEWKSBURY WATER TREATMENT PLANT:**

Delivery hours are 8:30am to 4:00pm. Monday through Friday. All chemical deliveries are subject to quality control testing to be performed by treatment plant personnel.  
Muriatic acid will be delivered in tote tanks and transferred using a pumping system.  
Zinc Ortho-Phosphate SLI-939 or equal (Sulfate base) to be delivered in bulk 1,000 gallons. Delivery truck must bring three lengths of hose.  
“Silly Acid” to be delivered in 270 gallons totes as a pump off.  
Sodium chlorite (25%), bulk deliveries of 1000 gallons, domestic product only.  
NaOH, Alum, and Sodium Hypochlorite will be delivered in 4000-gallon quantities each.  
All vendors must supply large DOT or chemical signs with adhesive backs if requested.  
All chemicals must meet latest AWWA specifications and NSF 60, 61 specifications.  
All chemicals must be food grade or designated as a PW grade.

### **TOPSFIELD WATER DEPARTMENT:**

Deliveries shall be made between the hours of 7:00AM – 2:00PM Monday through Friday. All deliveries shall be made to the Boston Street Water Treatment Plant located at 279 Boston Street, Topsfield, MA. The Department office is located onsite. All deliveries shall be preceded by a phone call with an ETA.

Bulk deliveries can be made using one length of hose to a 2” quick disconnect fitting. Air pressure is required to offload. Palletized deliveries require a power lift-gate equipped truck.

A certificate of analysis shall be provided at the time of delivery. All chemicals shall meet the most recent AWWA and NSF/ANSI Standards for use in potable water treatment.

### **TOWNSEND WATER DEPARTMENT:**

Sodium hydroxide deliveries shall be in bulk and sodium hypochlorite shall be delivered in 1 GALLON Containers. All deliveries shall be between the hours of 7:30 a.m. and 2:30 p.m. Outside fill connection for Sodium Hydroxide shall be a 2-inch male quick connect fitting. Deliveries shall be split consisting of up to five (5) stops. All deliveries must be preceded by a phone call to **978-597-2212** with an ETA. A Water Department employee must be present for all deliveries.

### **UPPER BLACKSTONE CLEAN WATER:**

All deliveries shall be to Upper Blackstone's Treatment Plant, 50 Route 20, Millbury, MA 01527 (<https://www.ubcleanwater.org/directions>) between the hours of 8:30 AM and 2:30 PM, local time only on the date requested by Upper Blackstone. The quantities stated in the specifications may be increased or decreased. Contact number (508) 769-9311.

Delivery shall be made at the Treatment Plant within two (2) days after telephone or written notice by Upper Blackstone. A certificate of analysis will be provided for each delivery to verify the concentration of the chemical solution. Payment will be based on the dry weight of the chemical delivered.

Bulk chemical deliveries shall be compatible with the existing bulk chemical storage facilities and chemical transfer system. The Bidder shall be responsible for inspecting the unloading connections to insure compatibility with shipping vehicles

### **WEBSTER WATER DEPARTMENT:**

- All deliveries must be made between 7:00am and 2:00 pm, Monday – Friday (excluding holidays)
- All stations are unmanned, calling ahead is required for deliveries
- Bill of lading and certificate of analysis are required.
- Town personnel must be present for all deliveries.
- Liquid deliveries must note the specific gravity of the chemical on the delivery slip
- All chemical deliveries are subject to quality control testing to be performed by treatment plant personnel
- Sodium Hypochlorite pallet deliveries shall be made in a straight truck with hydraulic lift gate and be able to be offloaded by pallet jack.

### **WELLESLEY WATER AND SEWER DIVISION:**

No deliveries shall be accepted unless requested by the Town. The Town must be notified by the firm (and not by the driver) of the name of the driver who will be delivering to our facilities. The driver must produce a photo ID before the Town allows unloading from the truck.

A phone call shall be placed stating an estimated time of arrival at least one hour before delivery to insure that Town personnel can be present for the delivery. All chemical deliveries shall be accompanied by a certificate of analysis, certificate of origin, a bill of lading or a certificate weight ticket must accompany each delivery. Town personnel must be present for all deliveries. Liquid deliveries must note the specific gravity of the chemical on the delivery slip.

Deliveries shall only be accepted by the Town between 7:30 AM and 2:00 PM Monday through Friday.

All goods shall be delivered within four (4) business days from the date of order.

All containers and appurtenances shall be dedicated solely to the chemical that is being delivered. Otherwise a Tank Cleanout Certificate is required with each chemical delivery. Tank trucks shall be equipped with a hatch or other suitable means for drawing samples for testing directly from the tank. A grab sample of all bulk liquid chemicals must be collected by the driver in the presence of a Town Employee, who will be given up to 15 minutes to verify the quality of the product prior to the start of offloading. All bids must meet AWWA Standards for use in potable water treatment. The Town reserves the right to accept or reject any and all deliveries at the vendor's expense that do not meet these standards.

Potassium hydroxide and Sodium hypochlorite must be delivered to stations and locations in the Town as designated by a representative of the Water/Sewer Division. Split deliveries to multiple sites shall be required. Each facility is equipped with a chemical fill portal with a 2-inch diameter quick connect fitting fill pipe.

Potassium Permanganate shall be delivered to the Water Division Stockyard in single-trip moisture-proof drums of 55 lbs. net weight.

#### **WEST BOYLSTON WATER DISTRICT:**

Potassium hydroxide (45%) deliveries shall be in bulk, 1,000 gallon minimum.

**Bulk deliveries of KOH shall be in less than an 18 wheeled, shorter than 18 wheel-base tanker (new bid item), as sites do not lend themselves to full tractor trailer.**

All deliveries shall be between the hours of 8:00 a.m. and 3:00 p.m. outside fill connection size is 2-inch male quick connect fitting. Deliveries shall be split consisting of up to three (3) stops. Short trailer (2,500 gal.) is required. All deliveries must be preceded by a phone call to 508-835-3025 with an ETA. A Water District employee must be present at all deliveries.

#### **WEST BROOKFIELD WATER DEPARTMENT:**

Plant personnel will be present at all deliveries.

All deliveries must be made between 7:30am – 2:00pm M-F.

Drums and Pallet Deliveries must be made with a truck with a Hydraulic Lift Gate.

Pallet deliveries shall be able to be offloaded by a pallet jack.

150 lbs. chlorine cylinder deliveries must have a lift gate.

Potassium Permanganate shall be FREE FLOWING grade.

Potassium Hydroxide, 45% deliveries in bulk, shall be split to 2 sites. All split deliveries require a SHORT TRAILER.

#### **WEST GROTON WATER SUPPLY DISTRICT:**

Deliveries shall be made between the hours of 8:00AM – 1:00PM. 24hr advance call pending delivery and 1 hour call before arrival.

Sodium Hexametaphosphate shall be Glassy Plate not Granular. No torn or damaged bags will be accepted. Sodium Hexametaphosphate and Sodium Hypochlorite deliveries shall be made in a straight truck with a hydraulic lift gate.

#### **WEST NEWBURY WATER DEPARTMENT:**

Chemical deliveries to be made to Wellfield #1 located at 999 Main Street, West Newbury, MA.

Wellfield #1 is also known as 963 Main Street (for driver directions by phone).

All deliveries must be made between 7:00am and 2:00pm, Monday to Friday.

No deliveries shall be made on weekends or holidays.

Wellfield #1 is unmanned and calling ahead is required for deliveries.

15% Sodium Hypochlorite shall be delivered in 55-gallon drums.

Sodium Hypochlorite and Sodium Fluoride deliveries must be made by a truck equipped with a power tail gate.

Bulk 45% Potassium Hydroxide deliveries will need two lengths of hose (40') which will be connected to a 2-inch quick connect fill pipe.

All trucks can drive right into Wellfield #1. There is room to turn around.

## **WESTFORD WATER DEPARTMENT:**

Chemical deliveries must be made between 7:30 a.m. and 12:00 noon. Vendor must call ahead with approximate delivery time. Most deliveries are made to two (2) stops; 60 Forge Village Road and 17 Nutting Road. The driver will be accompanied to second stop. Suppliers must furnish all equipment necessary for delivery. All deliveries are to be supervised by Department employees. A certificate of analysis must be provided at the time of delivery. Potassium permanganate shall be the Cairox free flowing grade, delivered on pallets that easily accommodate a hand operated pallet truck. Polyaluminum Chloride must be Holland PCH180 or approved equal. All bids must meet AWWA and NSF/ANSI Standards (latest edition) for use in potable water treatment. Westford Water Dept. reserves the right to accept or reject any and all deliveries at the vendor's expense that do not meet these standards.

## **WILMINGTON DPW WATER DIVISION:**

All vendors must guarantee delivery within five working days from the date of order.

The Town of Wilmington has two drinking water treatment plants to which chemicals are delivered to. 54 Butters Row (Butters Row WTP) and 11 Sewell Rd (Sargent WTP). All deliveries shall be Monday thru Friday 7:00 A.M. –2:00 P.M. E.S.T

All successful bidders shall have available a customer technical support staff. This customer technical support staff shall provide free of charge product support, evaluations and safety training for all supplied chemicals at the customer location if requested.

All deliveries shall have an electric (battery operated) pallet truck for unloading every shipment delivered. All electric (battery operated) pallet trucks are required to enter into each location's chemical storage rooms for unloading as directed by WTP personnel. Some deliveries may include remote well sites.

All wood pallets used for chemical deliveries, including Lime and Ammonium Sulfate shall be in good condition and not damaged, they shall not have two center stringers, or otherwise 4 stringers, as our pallet truck does not fit under them. Stacking of pallets is also not allowed, this indicates that the original pallet is either damaged or it has two center stringers that is being bypassed. Any pallets loaded with ripped, leaking or damaged chemical bags shall not be accepted. All rejected loads shall be replaced at the vendor's own expense. All pallets shall be returned and accepted by each vendor that uses pallets for all deliveries. Ammonium Sulfate delivery pallets for the Sargent WTP, are to be on a pallet 36" x 48" or smaller.

Aluminum Sulfate; shall be manufactured from unrefined Bauxite Ore and Sulfuric Acid low iron. All Aluminum Sulfate deliveries shall be subject to on-site testing as needed by WTP personnel. All Aluminum Sulfate delivery trucks shall off-load with the truck tractor located closest to the building. This will assist the alum trailer to completely off-load according to the parking lot grade.

Ammonium Sulfate **must be manufactured by GAC**; supplied shall be NSF 60 approved standards and the water treatment grade only. Ammonium Sulfate delivery pallets for the Sargent WTP, are to be on a pallet 36" x 48" or smaller. Ammonium Sulfate supplied shall not leave staining of tanks, settling in tank, or the solution mixed on site shall not have any color to it.

Lime (Hydrated); shall be the hydrated type manufactured by Graymont Inc. from Canada, PREFERRED, but will accept from PA Quarry if Canadian not available, distributed by J.C. Madigan of Harvard Mass. delivered in 50-pound paper bags. A maximum of 2500 pounds of Lime shall be loaded on each pallet wrapped with plastic sheeting. The Lime pallet tops shall be covered with a sheet of cardboard to prevent broken or leaking lime bags. All Lime and other pallets supplied shall easily accommodate an electric or manually operated pallet truck.

Muriatic Acid; shall be 20° Baumé strength, INHIBITED NSF CERTIFIED delivered on wood pallet wrapped with plastic sheeting to secure load for 2 or more drums ordered when delivering to each water treatment plants available loading docks.

Potassium Permanganate; shall be the 55 lb. pails, free flowing granular type manufactured in the U.S. only. Potassium Permanganate pails shall be loaded on a pallet wrapped with plastic sheeting.

We reserve the right to accept or reject any and all deliveries at the vendor's expense that do not meet any of the above guidelines.

#### **WINCHESTER WATER TREATMENT PLANT:**

- All bulk deliveries of 1,500 gallons will be delivered to the Treatment Plant at 345 South Border Road, Winchester, MA 01890.
- All deliveries must be made between 8:00 a.m. and 1:00 p.m. The Treatment Plant Operator will coordinate all deliveries with the vendor.
- Vendors must bring 60 feet of hose with them for the insides fill lines.
- Vendors must bring a 2-inch female Cam lock to connect to the chemical fill lines in the building.
- All deliveries made to the Treatment Plant must be 1,500 gallons or less due to bulk storage tank restrictions.
- All Hydrofluosilicic Acid deliveries will be delivered to the Winchester D.P.W. building at 15 Lake Street, Winchester, MA 01890.
- The vendor must have a pallet jack on the truck to place the pallets at the end of the truck. Winchester will provide a forklift to remove the drums on pallets from the rear of the truck.

#### **WORCESTER WATER TREATMENT PLANT:**

- Unless otherwise arranged, all bulk deliveries will be delivered to the Worcester Treatment Plant at 71 Stonehouse Hill Road, Holden, MA 01520
- All deliveries are made between 7:30am and 4:00pm.
- Bill on lading and certificate of analysis required for each delivery.
- Tanker access points secured with tank seals, to be inspected by plant operators.
- All deliveries (except LOX) are subject to quality control testing by plant operators.
- Grab samples for quality control testing to be taken by the driver upon delivery.
- All deliveries are to be made within 5 working days of order (unless on automatic delivery).

## **APPENDIX A.**

### **CHEMICAL DELIVERY INSPECTION FORM**

CHEMICAL NAME \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

FACILITY: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

STORAGE TANK TO RECEIVE DELIVERY: \_\_\_\_\_

		BILL OF LADING	CERTIFICATE OF ANALYSIS	NOTES
1	SUPPLIER/ SHIPPER			Should be Company Name
2	CHEMICAL NAME			For Example: Sodium Hypochlorite solution or any synonym
3	CHEMICAL ID#			For Example: For Sodium Hypochlorite, should be UN# 1791
4	ESTIMATED QUANTITY			NOTE: QUANTITIES ON VENDOR PAPERWORK ARE ESTIMATES; scale weights are most accurate.
5	DRIVER'S NAME			Verify that the driver has initialed the Cert. of Analysis or Bill of Lading
6	MANUF'S LAB SIGNATURE			Verify signature is present on the Certificate of Analysis
7	TRAILER #			Verify the trailer # on the paperwork is the same as the number on the trailer at the facility.

NOTE: IF YOU ANSWER NO TO ANY OF THE FOLLOWING QUESTIONS, CONTACT A SUPERVISOR

1. WAS THE DELIVERY PREVIOUSLY SCHEDULED? \_\_\_\_\_ (Y or N)
2. DID THE DRIVER ARRIVE IN THE EXPECTED DELIVERY WINDOW? \_\_\_\_\_ (Y or N)
3. DO YOU RECOGNIZE THE DRIVER? \_\_\_\_\_ (Y or N)
4. IS THE DRIVER'S CDL CURRENT? \_\_\_\_\_ (Y or N)
5. IS THE TANK TRUCK MARKED WITH THE CORRECT DOT UN#? \_\_\_\_\_ (Y or N)
6. DOES THE DOCUMENTATION REFERENCE THE CORRECT DOT UN# AND CHEMICAL NAME? \_\_\_\_\_ (Y or N)
7. IS TANK TRUCK FROM THE PROPER COMPANY? \_\_\_\_\_ (Y or N)
8. DOES THE TRAILER NUMBER MATCH WHAT IS EXPECTED? \_\_\_\_\_ (Y or N)
9. IS THE QUANTITY APPROPRIATE? \_\_\_\_\_ (Y or N)
10. SPECIFIC GRAVITY \_\_\_\_\_ COLOR \_\_\_\_\_