

DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY REQUEST FOR INFORMATION (RFI)



RFI Number	19-PR-DWT-21	Proposal Due Date and Time	August 26, 2019 at 5:00 pm, ET
Date Issued	July 29, 2019		
Name	Supply and Delivery of Methanol		

DC Water Point of Contact (POC):	Submission Instruction:
Name: Mr. Scott Kang Title: Sr. Sourcing Specialist Tel: (202) 787-7058 Email Address: scott.kang@dcwater.com	Submit your proposal via Email to DC Water POC. Do not submit printed hard copies.

Timeline (Estimated)*	
RFI Published/Advertised	July 29, 2019
Deadline to Submit Questions	August 06, 2019 at 5:00 PM, ET
RFI Response Due	August 16, 2019 at 5:00 PM, ET
Commodity Codes	chemicals (not otherwise classified) (505--30) chemicals, all types (998—24) chemicals, developing and processing (898--10)

* Dates may change at DC Water’s convenience

1. RFI INTRODUCTION

The District of Columbia Water and Sewer Authority (DC Water) issues this Request for Information (RFI) as part of a market research effort to identify suppliers that can supply DC Water's methanol requirements and deliver it by truck. This chemical is used in the Blue Plains wastewater treatment process for denitrification, where nitrogen is removed from wastewater to meet our permit discharge limits.

1.1. General Information

This RFI is issued solely for information and planning purposes and does not constitute an Invitation for Bids, Request for Quotations or Request for Proposal. Please note that responding to this RFI is a prerequisite for responding to any future solicitations related to this project. Therefore, **only contractors responding to this RFI will receive the RFP.**

If DC Water chooses not to go further in the procurement process, responses to the procurement including the responses to the RFI, will be considered confidential by DC Water to the extent of applicable law.

1.2. Product Specification

The contractor shall supply 99.85% methanol to the Blue Plains Advanced Wastewater Treatment Plant, located at 5000 Overlook Ave SW, Washington, DC 20032. The Contractor shall deliver the methanol via tank truck, and provide all off-loading hoses and connections, etc. (Delivery by rail is not an option for the Blue Plains Plant). DC Water provides the methanol unloading pumps and the required grounding cable. Offloading is to DC Water's storage tanks. The complete required specifications for methanol are as stated in the International Methanol Producers and Consumers Association (IMPCA) Methanol Reference Specifications dated December 8, 2015. This document is available from the IMPCA web site (<http://www.impca.eu>).

Methanol is used in the wastewater treatment process for assisting in meeting the plant's total nitrogen limits. DC Water's total methanol requirements are anticipated to range from 33 million to 44 million pounds (5 to 6.6 million gallons) per year or, on average, approximately 630 thousand to 850 thousand pounds (95,000 to 128,000 gallons) per week. These volumes are estimates for planning purposes.

1.3. Contractor Qualification and Submittals

Information gathered from this RFI will be used to prepare procurement documents to select a partner for the purposes outlined above. For the purposes of this procurement, responders must:

- Manufacturer or an authorized tier 1 distributor of methanol. A tier 1 distributor purchases directly from a manufacturer. DC Water may request proof of the relationship with the methanol producer (certified letter signed by a company-authorized agent)
- Least five years' experience providing methanol at the scale required by DC Water. Trucking firms must have at least three years' experience handling methanol

2. GENERAL REQUIREMENT FOR SUBMISSION

3.1 DC Water Point of Contact (POC) and Communication:

- A. All inquiries or communications regarding procurement, general questions, clarifications, or any aspect of this RFI must be directed via email to the DC Water POC identified on the Cover page of this RFI.
- B. **No calls or correspondence or contacts shall be made to anyone other than this DC Water POC about this RFI.**

3.2 Response Submission Method:

A. Response Preparation and Electronic Submission

Vendor's response shall include the following documents in PDF or MS Office format. Vendor shall not include copies of brochures or other company collateral or advertisement.

- Executive summary of the firm including ownership structure.
- A brief description of firm's experiences in supply and delivery of methanol.
- List the primary and secondary methanol plants (If your firm is an authorized tier 1 distributor, list primary and secondary methanol manufactures), and primary and secondary inventory locations, that will provide reliable and uninterrupted supply.

B. Vendor must save each proposal document using the following naming convention:

- i. Your company name_RFI #_Document name_mmddyy
- ii. (Example: Acme Corp. RFI 19-PR-DWT-21 Supply and Delivery of Methanol Company Description 0812019)

C. Emails and any attachments must not contain files unrelated to this RFI and must be free from virus or other malware in order to be accepted.

D. **Registration In DC Water's Vendor Portal:**

Vendors are strongly encouraged to properly register with the Old Vendor Portal and the New Vendor Portal by visiting <https://www.dewater.com/procurement>, especially including commodity codes that represent Contractor's service and product offerings. DC Water solicitations and their addenda are issued through the Vendor Portal with relevant codes, and vendors registering with matching codes are automatically notified of such documents. DC Water is not responsible for vendors not receiving notice of addenda to this RFI if vendors are not properly registered in the Vendor Portal with appropriate commodity codes. The commodity codes used for this solicitation are as listed on the cover page of this document.

3.3 Questions and Answers

- A. Questions or comments regarding the meaning or interpretation of specifications and other response documents in this RFI must be submitted via email to DC Water POC by the “Deadline to Submit Questions” as stated in the RFI cover page.
- B. Only written questions and comments will be accepted.
- C. Vendor questions and DC Water responses shall be available to all responders.
- D. Oral communications between DC Water and any Vendor regarding the interpretation or meaning of any aspect of this solicitation shall not be binding for any purpose.
- E. DC Water will try to respond to all timely questions and comments that are properly submitted and deemed relevant and substantive in nature.

3. SPECIAL TERMS AND CONDITIONS

- 3.1. The RFI solicitation process is conducted in accordance with and subject to DC Water’s procurement policies and procedures.
- 3.2. This RFI does not create any commitment to purchase or sell methanol, or to initiate any contracts for that purpose.
- 3.3. The RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future.
- 3.4. Any work and all costs incurred by responders in the preparation and submission of an information shall be at the vendor’s own discretion and expense. DC Water will not be obligated for any vendor costs related to this RFI.
- 3.5. This RFI does not represent a commitment to purchase, lease or license any product or service and does not obligate any funds by DC Water.
- 3.6. It is the responsibility of each vendor to ensure DC Water has their correct business name, address, phone number, and email on file.
- 3.7. CONFIDENTIAL RFI DOCUMENTS. All contents of RFI documents are to be treated as proprietary and confidential information belonging to DC Water. By acceptance and delivery of this RFI, vendor agrees to hold the same in strict confidence and shall not disclose, copy, or distribute this RFI in whole or in part to persons other than the vendor’s employees and agents who are required by nature of their duties to receive such information.
- 3.8. DC Water reserves the right to request for oral presentations from the responder and use the information derived from the oral presentation, if any, for future RFP.

4. DC WATER INTRODUCTION

In 1996, the District Government initiated the creation of the District of Columbia Water and Sewer Authority (DC Water), an independent authority of the District of Columbia providing services to the region. On April 18, 1996, following a 30-day Congressional review period, the District Council enacted DC Law 11-111, "The Water and Sewer DC Water Establishment and Department of Public Works Reorganization Act of 1996."

DC Water is governed by a Board of Directors consisting of 11 principal and 11 alternate members. The Board is composed of six District of Columbia representatives, two each from Montgomery and Prince George's counties in Maryland, and one from Fairfax County in Virginia.

At DC Water, we care about our community. We often travel throughout our city, meeting those who live or work in Washington, D.C., so we can better understand their concerns and share our latest news on neighborhood water and sewer services.

DC Water's service area is approximately 725 square miles providing retail water and wastewater (sewer) service to the District of Columbia. Additionally, DC Water provides wholesale wastewater treatment service to Montgomery and Prince George's counties in Maryland and Fairfax and Loudoun counties in Virginia.

The Blue Plains Advanced Wastewater Treatment Plant is the largest advanced wastewater treatment plant in the world, with a capacity of 370 million gallons per day (MGD), a peak capacity of 1.076 billion gallons per day and covering 150 acres.

To distribute water and support the distribution system, the DC Water operates over 1,200 miles of pipes, five pumping stations, five reservoirs, four elevated water storage tanks, 36,000 valves and more than 9,000 public hydrants.

To collect wastewater, the DC Water operates 1,800 miles of sanitary and combined sewers, 22 flow-metering stations, nine off-site wastewater pumping stations, and 16 storm water pumping stations within the District.

For more information about DC Water, please visit www.dewater.com