



Invitation for Bid # 2022-080

Sludge Thickening and Dewatering

Polymers

Due Date: October 25, 2022
Time: 2:00 PM EST
Receipt Location: Union County Government Center
Procurement Department
500 N. Main Street, Suite 709
Monroe, NC 28112

Procurement Contact

Corey Brooks
Senior Procurement Specialist
704.283.3683
corey.brooks@unioncountync.gov

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2 NOTICE OF ADVERTISEMENT

Union County, North Carolina IFB No. 2022-080 Sludge Thickening and Dewatering Polymers

Sealed Bids for IFB 2022-080 Sludge Thickening and Dewatering Polymers will be received by Union County Procurement Department, Union County Government Center at *500 N. Main Street, Suite 709, Monroe, North Carolina 28112, **until 2:00pm EST on October 25, 2022**, at which time the Bids received will be publicly opened and read. The public bid opening will be conducted outdoors, in the front entrance area of the Union County Government Center at the specified bid date and time. Late bids will not be accepted. If you plan to attend the bid opening, social distancing and applicable face mask/face covering guidelines apply.

*On **October 25, 2022**, beginning at **1:30pm** local time, bids will be received by the Union County Procurement Department at the bid opening location, outdoors in the front entrance area of the Union County Government Center at 500 North Main Street, Monroe, NC 28112.

Union County, North Carolina, through the Union County Water Department, is seeking bids from qualified Companies for the purchase and delivery of Sludge Thickening and Dewatering Polymers in response to this solicitation.

Copies of the solicitation may be obtained from the locations listed below:

1. Download the Bid Documents from the Union County Web-Site www.unioncountync.gov (Procurement Page, Current Bids).
2. Download the Bid Documents from the State of North Carolina IPS Web-Site www.ips.state.nc.us (Bid by Departments, search County of Union).

The County reserves the right to reject any and/or all bids, including, without limitation, nonconforming, nonresponsive, unbalanced, or conditional bids. The County also reserves the right to waive informalities and request clarification as needed.

Bidders are required to comply with the non-collusion requirements set forth in the Bidding Documents.

Union County encourages good faith effort outreach to Minority Businesses (HUB Certified) and Small Businesses.

3 SUBMITTAL DEADLINE AND ADDENDUM INFORMATION

3.1 BID SUBMISSION DEADLINE AND DELIVERY REQUIREMENTS

Sealed Bids for Sludge Thickening and Dewatering Polymer will be received by Union County Procurement Department, Union County Government Center at *500 N. Main Street, Suite 709, Monroe, North Carolina 28112, **until 2:00pm EST on October 25, 2022**, at which time the Bids received will be publicly opened and read. The public bid opening will be conducted outdoors, in the front entrance area of the Union County Government Center at the specified bid date and time. Late bids will not be accepted. If you plan to attend the bid opening, social distancing and applicable face mask/face covering guidelines apply.

*On **October 25, 2022**, beginning at **1:30pm** local time, bids will be received by the Union County Procurement Department at the bid opening location, outdoors in the front entrance area of the Union County Government Center at 500 North Main Street, Monroe, NC 28112.

All interested bidders are encouraged to mail or ship bid submittals to the address listed below by the scheduled due date and time. All Bids must be submitted in a sealed box or opaque envelope plainly marked on the “outside envelope/box” with the following:

[Name of Vendor Submitting Bid]
IFB#2022-080
Sludge Thickening and Dewatering Polymers
Attention: Corey Brooks

Ship or Mail Bid Submission Packets to:

Union County Government Center
500 North Main Street, Suite 709
Monroe, NC 28112
Attention: Corey Brooks

Your company name and solicitation number must be visible on the delivery box/envelope.

Hand Delivered Bid Submission Packets:

If you are unable to mail or ship your bid package prior to the bid due date deadline and must deliver in person, we request you contact Corey Brooks, the procurement representative, at corey.brooks@unioncountync.gov at least 24 hours prior to the bid due date to schedule a drop-off during regular business hours (Monday-Friday, 8:00am-5:00pm EST). Late bids will not be accepted.

Electronic (email) or facsimile submissions will not be accepted.

There is no expressed or implied obligation for Union County to reimburse firms for any expenses incurred in preparing Bids in response to this request.

Union County reserves the right to reject any or all Bids, to waive technicalities and to make such selection deemed in its best interest. With limited response, Union County reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement.

3.2 BID SUBMITTAL

The bid submittal package must include:

1. Appendix A – Price Form
2. Appendix B – Proposal Submission Form
3. Appendix C – Addendum and Anti-Collusion Form

3.3 BID QUESTIONS

Bid questions will be due by **September 20, 2022 at 5:00 PM EST**. The primary purpose is to provide participating firms with the opportunity to ask questions, in writing, related to the IFB. The County may respond with an addendum prior to the due date for this project. .

Submit questions by e-mail to Corey Brooks at corey.brooks@unioncountync.gov by the deadlines shown above. The email should identify the IFB number and project title. All questions and answers may be posted as addenda on www.co.union.nc.us and www.ips.state.nc.us.

From the date this Invitation to Bid (IFB) is issued until the vendor selection is announced, all communication must be directed to the procurement officer in charge of this solicitation. Vendors must not communicate with any Department staff or officials regarding this procurement with the exception of the procurement officer. Any unauthorized contact will disqualify the Vendor from further consideration.

3.4 BID ADDENDUM

Union County may modify the IFB prior to the date fixed for submission of bids by the issuance of an addendum.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the written addenda. Receipt of Addenda shall be acknowledged by the Bidder on Appendix C, Addendum and Anti-Collusion form.

4 PURPOSE

4.1 INTRODUCTION

Union County, NC (“the County”), through the Union County Water Department, is seeking bids for the purchase and deliver Sludge Thickening and Dewatering Polymers. Qualified firms wishing to respond must provide all materials described herein.

4.2 COUNTY

Union County, North Carolina (population 237,477) is located in the central, southern piedmont. The County provides its citizens with a full array of services that include public safety, water/wastewater utilities and sanitation, health & human services, cultural and recreational activities, and general government administration.

5 SCOPE OF WORK AND SPECIFICATIONS

Sludge Thickening and Dewatering Polymers

- 1) Intent: This specification describes requirements for Sludge Thickening and Dewatering Polymers used in Union County wastewater treatment facilities. The polymers proposed for each of the given processes shall meet in-process optimization goals as established by each facility for sludge thickening and cake dewatering.
- 2) Annual Quantity: Estimated usage for thickening polymer will be ordered on an as needed basis. The estimated annual usage for the Dewatering is unknown at this time. Quantities listed herein represent the County’s estimated requirements for Sludge Thickening & Dewatering Polymers.
- 3) The County reserves the option to purchase more or less than the respective quantities listed herein at the quoted prices during the contract period.
- 4) Manufacturer: The Bidder shall state in submitted proposal, the name of the manufacturer and country of origin of the Polymer that the bidder intends to supply. The County must approve any change in source during the life of the contract.
- 5) Material: The material furnished by the successful bidder to the County shall in all shipments meet specifications guaranteed by the manufacturer in its bid. Material shall be delivered as specified in either bulk shipments or by tote. (primary methods of delivery).

All material furnished by the successful bidder throughout the contract period shall be domestically produced from domestic raw materials, without exception.

- 6) Material Certification: An affidavit from the manufacturer or vendor must be furnished certifying that the polymer submitted for this bid is domestically

produced from domestic raw materials and certifying compliance with all other applicable requirements of these specifications. This certification must be submitted with the bid. Failure to submit proper certification may result in rejection of bid.

If a polymer submitted for this bid includes blended materials from non-domestic sources, the bidder shall submit an affidavit that describes the materials used for manufacturer and certifies that the non-domestic constituent meets strict quality control measures and will not impact or vary the quality of material supplied to Union County or impact the availability of product supplied throughout the contract period. The County reserves the right to reject any polymers submitted that contains materials blended from non-domestic sources.

- 7) Jar and Performance Test Specifications: All polymer bidders shall be required to perform a “jar test” and a batch-scale performance test at each of the following facilities: Twelve Mile WRF, 8299 Kensington Dr., Waxhaw, NC 28173

Polymer bidders may perform jar testing and batch-scale performance testing at Union County (8299 Kensington Dr., Waxhaw, NC 28173). Jar Testing will be available on September 12, 2022 thru September 16, 2022 during the time of 8:00am to 4:30pm. Each supplier is responsible for collecting all the sludge samples required under the supervision of plant personnel. All suppliers wishing to collect samples or schedule on-site performance testing must schedule an appointment with facility staff. Each polymer supplier shall screen their respective products and determine the proper application rate to determine if their product will perform, at a minimum, to the standards of the Facility.

Vendors who meet the Jar test requirements will be eligible to participate in the Batch test process.

Batch-scale performance testing will take place at Union County (8299 Kensington Dr., Waxhaw, NC 28173) during the period of September 26th thru October 21, 2022 during the time of 8:00am to 4:30pm. Vendors will reserve testing time through Plant Supervisor Jonathan Jordan. It will be the polymer supplier’s responsibility to review the existing feed, storage, mixing and dewatering systems to see that they are compatible with their product. It is suggested that suppliers schedule site visits prior to the plant bench test to familiarize with the current systems at the facility.

To schedule jar and performance testing contact: Wyatt Howell at wyatt.howell@unioncountync.gov . Contact Wyatt Howell on or before September 2, 2022 to schedule a date and time for Jar Testing.

- 8) Performance Review/Evaluation: Union County is committed to producing the highest percent solids dewatered cake at the lowest possible cost. Controlling percent solids of the thickened or dewatered cake is primary use of Sludge Thickening and Dewatering Polymer. To that end, staff recognizes that the

lowest bid polymer may not prove to be the most cost effective based upon dosage requirements.

Union County requires each bidder to conduct a polymer jar test analysis of the sludge as part of the bid review/evaluation process to assess the polymer's ability to produce the following: In the dewatering process, the highest percent solids cake at the lowest possible cost; providing the dosage amounts required to achieve the desired and reported results in the thickening process, the specific facility targeted solids concentrating at the lowest possible cost; providing the dosage amounts required to achieve the desired and reported results. This performance assessment will be considered when reviewing the bids.

Each Bidder shall submit the observed performance assessment data for the criteria noted below.

Sludge Thickening

1. Sludge feed rate (gpm)
2. Sludge feed solids (%)
3. Polymer dosage (mg/L)
4. Polymer make-up concentration (%)
5. Pounds of polymer per day (lbs./day)
6. Cost per pound of polymer (\$/lb.)
7. Gallons processed for testing (gal.)

Dewatered Cake

1. Sludge feed rate (gpm)
2. Cake percent dry solids (%)
3. Polymer dosage (mg/L)
4. Polymer make-up concentration (%)
5. Pounds of polymer per dry ton (lbs./dry ton)
6. Cost per pound of polymer (\$/lb.)
7. Gallons processed for testing (gal.)

Award will be made to the lowest responsive and responsible bidder who meets the requirements listed in this bid document. Vendors who pass the jar and batch test described in this bid will be eligible for award consideration.

Bidders shall also provide a technical or product specialist to meet with plant operations staff to review the performance of their product at least once a year, if so desired by Union County.

NOTE: If for any reason the polymer does not perform as reported during the testing and analysis of each facilities sludge, Union County shall have the authority to void the contract.

- 9) The price and billing price on Polymer shall be on the per pound basis and all billings shall be adjusted to this figure.

10) This product is regulated by the "Hazard Communication Standard: issued by the Occupational Safety and Health Administration. The successful bidder shall fully comply with all federal, state, and local regulations regarding product labeling, packaging and safety including providing Safety Data Sheets (SDS) with each shipment.

11) Packaging and Shipping:

- a) The Polymer must be shipped in clean, suitable tanker trucks or totes as specified by Union County.
- b) The Supplier shall ensure that the product is delivered in clean containers/tanks and free of contaminants. Contamination of stock shall render the vendor liable for disposal of contaminated material, clean-up of storage facilities and full replacement of stock at Supplier expense.
- c) Totes shall be of a standard size not to exceed 2,400 pounds each. Totes shall be delivered via covered box truck equipped with a suitable tail gate lift for uploading. Totes shall be disposable or accepted for return at no cost to Union County and without being washed. There shall be no minimum quantity of empty totes prior to returning empty containers.
- d) Bulk tanker trucks shall have all appropriate hoses and fittings. Facility discharge connection is a 3 inch quick disconnect style and requires a minimum 50 feet of hose for connection. The load size shall be no greater than 2,500 gallons, so the load size should be a max of 2,000 gallons to maintain a minimum level. Bulk shipments must be accompanied by a certified weight ticket indicating the net weight of Polymer delivered.
- e) All deliveries shall be F.O.B. Destination.
- f) A certificate of analysis shall be provided with all shipments.

12) Delivery:

- a. All shipments shall be delivered within 7 days of ordering between the hours of 8:00am and 3:00pm Monday through Friday, excluding holidays. Should constraints prevent delivery within 7 days, the supplier shall contact the County's primary contact for that particular delivery address and coordinate delivery as applicable. The Supplier, Manufacture and Dispatch should be within the same organization or company.
- b. The truck driver shall have all safety equipment necessary as required by OSHA for the handling of Polymer when making delivery. The transfer of chemicals from the tanker truck shall be considered the responsibility of the successful bidder and the tanker truck operator.

- c. All bulk delivery drivers shall report to the Administration Building (8299 Kensington Drive, Waxhaw, NC) and obtain approval prior to starting the uploading operations. Plant personnel must be present at all times during uploading. Supplier shall make every effort to avoid nuisance conditions to the community. Noise mitigation measures shall be taken as needed. Use of jake brakes at or near the water reclamation facilities and in adjacent neighborhoods will not be allowed. Any tanker truck or tote found leaking chemicals shall not be allowed to depart the facility until appropriate repairs are made by the successful bidder or his designated representative.
- d. The successful bidder and truck operator shall be responsible for cleanup of all spillage, contaminated matter, and the removal of all contaminated cleanup material. The contractor will be notified immediately of any spillage that is not cleaned up by the truck driver.
- e. Any spillage not properly contained or cleaned up in a rapid fashion, as observed by the County, may at the option of the County, be cleaned up by a third party at the County's direction and billed to the Supplier.
- f. Service Points:
 - Twelve Mile Water Reclamation Facility, 8299 Kensington Drive, Waxhaw, NC 28173.

13) Rejection:

- a. The County reserves the right to analyze each delivery upon arrival at the destination and reject such material for failing to meet one or more of the above specifications. All freight charges on rejected material shall be paid for by the successful bidder.
- b. The successful bidder will be required to follow all County security measures and procedures.
- c. All drivers must present a driver's photo ID prior to receipt of shipment; otherwise shipment will not be accepted.
- d. All empty totes or other shipping containers used to deliver polymer to a Union County facility shall be picked up and removed by the vendor. Union County shall not be responsible for cleaning the containers.

14) Contact: To schedule jar and performance testing during designated times listed in this bid document, contact Wyatt Howell at wyatt.howell@unioncountync.gov. Send Questions regarding this project to Corey Brooks, Senior Procurement Specialist at corey.brooks@unioncountync.gov by the specified deadline for questions.

- 15) Delivery order must show specific quantities and must reflect the price(s) on the vendor's bid sheet. Each invoice submitted must include the same delivery order number that authorized the purchase. All invoices are to be sent via e-mail to: Jonathan Jordan at jonathan.jordan@unioncountync.gov (e-mail is preferred). The physical address is: Union County Operations Center, 4600 Goldmine Rd., Monroe, NC 28112.
- 16) Each bidder must demonstrate to the County that the County will continue to Receive an un-interrupted supply of product as required during the contract period. A letter of product commitment stating that sufficient material is available from the producer listed on the cover sheet, must be enclosed with the bid, showing the committed volume of product to cover the annual quantity required, and the ending date of the contract.
- 17) References: Each bidder shall submit at least three (3) references from large wastewater utilities for which the polymer being bid is or has been supplied by the bidder. Submit the reference list with the bid. Failure to submit this reference list may result in rejection of bid.

6 BID SCHEDULE

Activity	Projected Date
Schedule Jar Test by.	September 2, 2022 (contact is listed in bid document)
Jar Test	September 12 th thru September 16, 2022
Batch Test (if applicable)	September 26 th thru October 14, 2022
Deadline for Questions	September 20, 2022
Bid Due Date	October 25, 2022 (refer to document for time and location)

7 BID SUBMISSION AND AWARD

7.1 BID INFORMATION

Bids must be made in strict conformance using the Invitation for Bid (IFB) forms provided herein. All blank spaces for bids must be filled in properly. Numbers must be written in ink or typewritten, and the completed form shall be without erasures, lineation, or alterations. In accepting the proposal, the County will assume that no alterations have been made, and if they appear afterward, they shall not be binding on the County.

All Bid Documents shall be signed by an individual who is authorized to contractually bind the company. The signature must indicate the title or position the individual holds in the agency or firm. Agencies or firms which sign contracts with the name of the agency or firm must provide the name of a corporate officer or executive director for signature validation by the County. *All unsigned Bids will be disqualified.* In submitting a Bid, Offeror affirms all statements contained in the proposal are true and accurate.

7.2 ITEM UNIT PRICE

The Bidder will enter the price of a single unit (per/pound) with all applicable discounts. Item unit price to be inclusive of the Equipment, its components and standard manufacturer warranty. A component is defined as a constituent part, pre-installation kit, hardware or software, of the whole equipment / system. It is not an optional hardware or software, but is included in the technical specification of the item, and is essential for the system functionality.

7.3 EVALUATION OF BIDS

Qualified bids will be evaluated to determine the lowest responsible, responsive bidder, taking into consideration quality, performance, and the time specified in the bid for performance of the contract. Consideration of such factors as: price offered; quality of item offered; general reputation and performance capabilities of offeror; substantial conformity with specifications/other conditions set forth in the bid; suitability of articles for the intended use; related services needed; date of delivery and performance; and such other factors deemed by the County to be pertinent will be used in determining responsiveness and responsibility.

7.4 BID AWARD

Award will be made to the lowest responsive and responsible bidder who meets the requirements listed in this bid document. Vendors who pass the jar and batch test described in this bid will be eligible for award consideration.

The County reserves the right to reject any and all bids, the right to waive informalities, and the right to disregard nonconforming or conditional bids or counter proposals. All equipment, supplies or services listed is intended for a particular use by the specified Union County department (s) in which it is to be utilized and must meet requirements of that particular department. If the contract is to be awarded, it will be awarded to the lowest responsive, responsible bidder whose evaluation by the County indicates that the award will be in the best interest of County.

7.5 PRICING

Price quoted in this proposal shall be delivered, F.O.B. Destination to the location listed in the attached specifications. Bidders are warned not to include any form of Federal Excise Tax in computing their bids. The North Carolina State Sales Tax must be shown as a separate item and not included in any proposed prices. (North Carolina sales tax will be paid by Union County when shown as a separate item on an invoice for payment.) If a unit price and its extended price are inconsistent, the unit price will be considered to be the price proposed and the price proposed and the extended price will be adjusted accordingly.

7.6 PRICE ESCALATION

It is the intention of the County to receive firm prices. If the bidder's price is subject to escalation, the bidder will so state clearly on the bid form and the following conditions will apply:

- 7.6.1 Bid prices will be firm for a minimum of six (6) months from the first day of the contract period.
- 7.6.2 Union County may consider price escalation after one year of the initial term. Justification for a price escalation will have to be based on the Producer Price Index by Industry: Chemical Manufacturing
- 7.6.3 During the contract period, the offeror agrees to give the County the benefit of any general market price reduction up to the time of delivery.
- 7.6.4 The supplier will give the Union County Water Department representative a minimum of sixty (60) days advance notice of any proposed escalation and copy the Union County Procurement Department representative stating the escalated price, the proposed effective date for that escalated price, and include backup documentation as to the nature of the increase. Requests shall be submitted to the email addresses listed below, together with all necessary written documentation sufficient to demonstrate that the increase is necessary based on a legitimate increase in the cost of the Material. The request must state and fully justify the proposed price increase per unit over the price originally proposed. The Union County Water Department representative will notify vendor of price increase acceptance or denial.

Andy Neff, Director of Union County Water & Wastewater
andy.neff@unioncountync.gov

Cheryl Wright, Director of Union County Procurement & Contract Management
cheryl.wright@unioncountync.gov
- 7.6.5 Price increases shall only be allowed when justified in the County's sole discretion based on legitimate, bona fide increases in the cost of the material. The company shall provide documentation substantiating that the requested increase is unavoidable and could not be mitigated. No adjustment shall be made to compensate the company for inefficiency in operation, increase in labor costs, or for additional profit.
- 7.6.6 No proposed price increase shall be valid unless accepted by the County in writing, in the form of an amendment that memorializes a renewal agreed to by the County and company.
- 7.6.7 If the County approves a price increase pursuant to this section and the market factors justifying the increase shift so that the increase is no longer justified, the County shall have the right to terminate the price increase and revert back to the prices that were in effect immediately prior to the increase. The company shall notify the County in writing if the market factors on which the County granted the increase change such that the County's reasons for granting the increase no longer apply
- 7.6.8 If the company's unit prices for any products should decrease, the company shall provide the affected products at the lower discounted price. The company shall provide the County with prompt written notice of all decreases in unit prices

7.7 MANUFACTURERS' NAMES

Any manufacturers' names, trade names, brand names, information and/or catalog numbers used herein are for purpose of description and establishing general quality levels. Such references are not intended to be restrictive and equivalent products of any manufacturer may be offered. Determination of equivalency shall rest solely with the County.

7.8 IFB EXPENSES

Expenses for developing the bids are entirely the responsibility of the vendor and shall not be chargeable in any way to the County.

7.9 APPLICATION OF NORTH CAROLINA GENERAL STATUTES

The General Statutes of North Carolina regarding purchasing and competitive bidding (G.S. § 143-129) are made a part herein and will govern the bidding process as applicable.

8 GENERAL CONDITIONS AND REQUIREMENTS

8.1 TERMS AND CONDITIONS

All bids submitted in response to this request shall become the property of Union County and as such, may be subject to public review. Union County reserves the right to reject any or all bids, to waive minor technicalities and informalities, and to make an award deemed in its own best interest, as determined by County officials in their sole discretion.

8.2 CONTRACT TERM

The Contract shall have an initial term of six (6) months ("Initial Term"), beginning on the effective date of the Contract. Prior to the end of the Initial Term with five (5) six month renewal options, the County shall have the option, in its sole discretion and pending budget approval to renew the Contract on the same terms and conditions as the Initial Term.

8.3 RENEWABLE TERM OF CONTRACT

The vendor may request a price increase at the beginning of each additional (annual) period by an amount not to exceed the approved Fuel Index– the difference from the most recent month to the same month of the previous year.

A request for a unit price increase shall be made in writing along with industry documentation to substantiate the request. The Operations Department and/or Procurement will verify the request using the latest available monthly CPI index noted above. The Public Works Operations Department reserves the right to not accept the increase and also expects its vendors to give it the benefit of any industry-wide price reduction during the contract period as measured by the same index or based on present market prices, whichever applies or is more favorable to the PW Operations Department. Any contract extension is subject to the continuation of usage and availability of funds. Upon receiving notice of a proposed price increase from the supplier, Union County may cancel the contract at any time in accordance with the terms of the contract.

8.4 MODIFICATION OR WITHDRAWAL OF BID

Prior to the scheduled closing time for receiving bids, any Contractor may withdraw their bid. After the scheduled closing time for receiving bids, no bid may be withdrawn for 90 days. Only written requests for the modification or correction of a previously submitted bid that are addressed in the same manner as bids and are received by the County prior to the closing time for receiving bids will be accepted. The bid will be corrected in accordance with such written requests, provided that any such written request is in a sealed envelope that is plainly marked "Modification of Bid – "2022-080". Oral, telephone, or fax modifications or corrections will not be recognized or considered.

8.5 PRE-AUDIT REQUIREMENT

This contract has not been fully executed and is not effective until the Preaudit Certificate (if required by NCGS 159-28) has been affixed and signed by the Union County Finance Officer or Deputy Finance Officer.

8.6 RIGHT OF CANCELLATION

Any contract agreement entered into with the County that requires ongoing payments after the end of the fiscal year in which the equipment is purchased is cancelable by the County in the event that continuing funds are not appropriated.

8.7 VENDOR DECLARATION

The vendor must state that the bid was made without connection with any other person, company, or parties making a similar bid and that it is in all respects fair and in good faith without collusion and fraud.

8.8 DISPUTES

In case of any doubt or differences of opinion as to the items to be furnished hereunder, the decision of the County shall be final and binding upon both parties.

8.9 MINORITY BUSINESSES (MBE) OR DISADVANTAGED BUSINESSES (DBE)

It is the policy of Union County that Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Union County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit a bid. DBE Contractors must be certified and registered on the NCDOT Directory.

8.10 LICENSES

The successful Contractor(s) shall have and maintain a valid and appropriate business license (if applicable), meet all local, state, and federal codes, and have current all required local, state, and federal licenses.

8.11 INSURANCE

One or more of the following insurance limits may be required if it is applicable to the project. The County reserves the right to require additional insurance depending on the nature of the agreement.

At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best.

A. WORKERS' COMPENSATION

(for any agreement unless otherwise waived by the Risk Manager)

Statutory limits (where contractor has three or more employees) covering all employees, including Employer's Liability with limits of:

\$500,000 Each Accident

\$500,000 Disease - Each Employee

\$500,000 Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

(for any agreement unless otherwise waived by the Risk Manager)

Covering Ongoing and Completed Operations involved in this Agreement.

\$2,000,000 General Aggregate

\$2,000,000 Products/Completed Operations Aggregate

\$1,000,000 Each Occurrence

\$1,000,000 Personal and Advertising Injury Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

(for any agreement involving the use of a contractor vehicle while conducting services associated with the agreement)

\$1,000,000 Combined Single Limit - Any Auto

D. PROFESSIONAL LIABILITY

(only for any agreement providing professional services such as engineering, architecture, surveying, consulting services, etc)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

ADDITIONAL INSURANCE REQUIREMENTS

- A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 N. Main Street # 130, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:
- Department: _____
- Contract #: _____
- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.

- I. Certificate Holder shall be listed as follows:

Union County

Attention: Keith A. Richards, Risk Manager

500 N. Main Street, Suite #130

Monroe, NC 28112

- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

8.12 INDEMNIFICATION

Contractor agrees to protect, defend, indemnify and hold the County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Without limiting the generality of the foregoing, the Contractor also agrees to indemnify and hold harmless the County and any of their officers, agents and employees, from any claims of third parties arising out of or any act or omission of the Contractor in connection with the performance of this contract. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

9 APPENDIX A – PRICE FORM

IFB 2022-080, Sludge Thickening and Dewatering Polymers

Complete the price form for the purchase of Sludge Thickening and Dewatering Polymers as described in the Scope of Work and specifications section of this bid. Any deviation from specifications stated in this solicitation must be clearly indicated. Cost must include all manufacture charges, including delivery (if applicable). Delivery must be within Monday thru Friday, 8:00am to 3:00pm.

BIDS SHALL NOT BE CONSIDERED UNLESS SUBMITTED ON THIS DOCUMENT

Note: Quantities listed herein represent the County's estimated requirements for Sludge Thickening & Dewatering Polymers.

PART A: THICKENING POLYMER - (1) Bulk Delivery			
Gallons per day @ .5%-1.3% solids (Typically .7%)	Proposed pound of polymer per gallon sludge to thicken to concentration of 3%- 6% (Typically 4%) <i>Vendor must Insert below.</i>	Polymer price Per Pound <i>(Vendor must Insert below.)</i>	Total Cost per Day <i>(Vendor must Insert Total below.)</i>
150,000			
Total Cost Per Day PART A (1) <u>Bulk Delivery:</u> \$ _____			

<u>GRAND TOTAL:</u> Part A (1) Bulk Delivery = \$ _____
Note: Award will be made to the lowest responsive and responsible bidder for PART A (1) Bulk Delivery

PART A: THICKENING POLYMER - (2) Tote Delivery			
Gallons per day @ .5%-1.3% solids (Typically .7%)	Proposed pound of polymer per gallon sludge to thicken to concentration of 3%- 6% (Typically 4%) <i>Vendor must Insert below.</i>	Polymer price Per Pound <i>(Vendor must Insert below.)</i>	Total Cost per Day <i>(Vendor must Insert Total below.)</i>
150,000			
Total Cost Per Day PART A (2) <u>Tote Delivery:</u> \$ _____			

<u>GRAND TOTAL:</u> Part A (2) Tote Delivery = \$ _____
Note: Award will be made to the lowest responsive and responsible bidder for PART A (2) Tote Delivery

PART B: DEWATERING POLYMER - (1) Bulk Delivery			
Gallons per day @ 2%-4% (Typically 4% solids)	Proposed pound of polymer per gallon sludge to thicken to concentration of 13%- 17% (Typically 15%) <i>Vendor must Insert below.</i>	Polymer price per pound <i>(Vendor must Insert below.)</i>	Total Cost per Day <i>(Vendor must Insert Total below.)</i>
37,500			
Total Cost Per Day PART B (1) Bulk Delivery: \$ _____			

GRAND TOTAL: Part B (1) Tote Delivery = \$ _____

Note: Award will be made to the lowest responsive and responsible bidder for PART B (1) Bulk Delivery

PART B: DEWATERING POLYMER - (2) Tote Delivery			
Gallons per day @ 2%-4% (Typically 4% solids)	Proposed pound of polymer per gallon sludge to thicken to concentration of 13%- 17% (Typically 15%) <i>Vendor must Insert below.</i>	Polymer price per pound <i>(Vendor must Insert below.)</i>	Total Cost per Day <i>(Vendor must Insert Total below.)</i>
37,500			
Total Cost Per Day PART B (2) Tote Delivery: \$ _____			

GRAND TOTAL: Part B (2) Tote Delivery = \$ _____

Note: Award will be made to the lowest responsive and responsible bidder for PART B (2) Tote Delivery

The award will be made to the lowest responsive, responsible bidder who passed the jar and batch test and meets the requirements described in this bid document for Part A and the lowest responsive, responsible bidder who passed the jar and batch test and meets the requirements for Part B.

Name of Company Submitting Bid: _____

- Attach Requested Documentation:
- _____ Affidavit of compliance to specifications (Material Certification)
 - _____ Field Jar Test Results (Specifications)
 - _____ Letter of product commitment (Specifications)
 - _____ References from at least three municipal clients

10 APPENDIX B – BID SUBMISSION FORM

IFB 2022-080, Sludge Thickening and Dewatering Polymers

This Bid is submitted by:

Company Legal Name: _____

Representative Name: _____

Representative Signature: _____

Representative Title: _____

Address: _____

City/State/Zip: _____

Email Address: _____

Phone Number: _____

Website Address: _____

It is understood that Union County reserves the right to reject any and all quotes, to make awards according to the best interest of the County, to waive formalities, technicalities, to recover and re-Bid this project. Bid is valid for 120 calendar days from the Bid due date and is submitted by an executive of the company that has authority to contract with Union County, NC.

Name: _____

Title: _____

Signature: _____

Date: _____

11 APPENDIX C – ADDENDUM AND ANTI-COLLUSION

IFB 2022-080, Sludge Thickening and Dewatering Polymers

Please acknowledge receipt of all addenda by including this form with your Bid. Any questions or changes received will be posted as an addendum on www.co.union.nc.us and/or www.ips.state.nc.us. It is your responsibility to check for this information.

Addendum No.	Date Downloaded
_____	_____
_____	_____
_____	_____
_____	_____

I certify that this Bid is made in good faith and without collusion with any other offeror or officer or employee of Union County.

Company Name: _____
Name: _____
Title: _____
Email Address: _____
Signature: _____
Date: _____

12 APPENDIX D – SAMPLE AGREEMENT

IFB 2022-080, Sludge Thickening and Dewatering Polymers

-----Information Only – Do not Submit with Bid-----

STATE OF NORTH CAROLINA

AGREEMENT

COUNTY OF UNION

THIS AGREEMENT is made and entered into as of _____, by and between UNION COUNTY, a political subdivision of the State of North Carolina, whose address is 500 North Main Street, Monroe, NC 28112, hereinafter "Union," and [Contractor's full legal name], a [type of business (corporation, limited liability company, etc.) and state where incorporated], whose address is _____, hereinafter "Contractor."

W I T N E S S E T H

WHEREAS, Contractor is a supplier of certain [describe goods here (ex: Type K copper tube for potable water)], hereinafter referred to as "Goods;" and

WHEREAS, Union desires to purchase such Goods from Contractor on an as-needed basis; and

WHEREAS, Contractor is willing to provide such Goods to Union as described in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto do each contract and agree with the other as follows:

1. **GOODS PROVIDED.** Contractor agrees to provide the Goods in accordance with the specifications in the attached Specifications [*or, if the full IFB (or RFP) is to be attached, state the IFB # and IFB title*]. Contractor shall provide the Goods on an as-needed basis, upon request by Union for such Goods. Union shall provide a purchase order number to Contractor prior to any Goods being delivered. Contractor shall not be required to provide installation services pursuant to this Agreement. Union does not guarantee the purchase of any minimum amount of Goods pursuant to this Agreement.

2. **FEE AND PAYMENT SCHEDULE.** Union shall pay Contractor for purchase of the Goods in accordance with the attached [*"Appendix A – Pricing Form" (or whatever title was used on the pricing form in the solicitation)*]. Contractor shall invoice Union for Goods after each delivery requested by Union has been completed pursuant to Section 1 herein. Contractor's invoice must reference the purchase order number issued by Union. Payment is due within thirty (30) days of receipt of an accurate invoice by Union's Finance Department. All payments shall be conditioned upon appropriation by the Union County Board of Commissioners of sufficient funds for each request for services.

[Include this paragraph only if Union agrees to such potential increase over time, or if this provision is included in the IFB.] If the Agreement is renewed for additional terms in accordance with Section 4 herein, at the beginning of each renewal term, Contractor may adjust the prices listed in [Appendix A] based on the Consumer Price Index agreed upon by both Contractor and Union, limited to the amount of the CPI increase over the previous year.

3. DELIVERY SCHEDULE. Contractor shall ship requested Goods described in Section 1 herein FOB destination, Freight Prepaid, and delivery of such Goods shall be within _____[length of time, as listed in the IFB] of the date Contractor receives Union's order.

4. TERM AND TERMINATION. The Effective Date is the date of mutual execution of this Agreement. This Agreement shall have a term of [insert agreement time length]. [The following sentence is to be used only if renewals might be needed or desired, and then only if the IFB or RFP lists the possible number of renewals. If the contract is just for a single term, this sentence may be deleted.] Upon completion of the Initial Term, Union may, in its sole discretion, elect to renew this Agreement for up to ____ [number of possible additional terms, as stated in the IFB or RFP] additional ____ [number of years in each renewal term]-year terms, each a "Renewal Term," upon written notice to the Contractor. Union may terminate this Agreement at any time, with or without cause, by notification to Contractor in writing. In the event of termination without cause, Contractor shall be paid for Goods delivered to the date of notification of termination by Union.

5. OWNERSHIP OF DOCUMENTS. All deliverables and any other contract documents prepared by Contractor, or any subcontractors or subconsultants under the terms of this Agreement ("the Documents"), shall be the property of Union. Contractor further acknowledges that Union is subject to Chapter 132 of the North Carolina General Statutes, the Public Records Act (the "Act"), and that this Agreement, as well as any of the Documents as defined herein, shall be a public record as defined in such Act, and as such, will be open to public disclosure and copying.

6. INSURANCE. The attached Exhibit A, Insurance Requirements, is incorporated herein by reference.

7. INDEMNIFICATION. Contractor agrees to protect, defend, indemnify and hold Union, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due, in whole or in part, to the negligence of Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

8. FEDERAL, STATE, AND LOCAL TAXES. Neither federal, nor state, nor local income tax nor payroll tax of any kind shall be withheld or paid by Union on behalf of Contractor or the employees of Contractor. Contractor shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes.

9. NOTICE TO CONTRACTOR REGARDING ITS TAX DUTIES AND LIABILITIES. Contractor understands that Contractor is responsible to pay, according to law, Contractor's income tax. If Contractor is not a corporation, Contractor further understands that Contractor may be liable for self-employment (social security) tax, to be paid by Contractor according to law.

10. FRINGE BENEFITS. Because Contractor is engaged in Contractor's own independently established business, Contractor is not eligible for, and shall not participate in, any employee pension, health or other fringe benefit plan of Union.

11. UNION NOT RESPONSIBLE FOR WORKERS' COMPENSATION. No workers' compensation insurance shall be obtained by Union concerning Contractor or the employees of Contractor. Contractor shall comply with the workers' compensation law concerning Contractor and the employees of Contractor.

12. NO AUTHORITY TO BIND UNION. Contractor has no authority to enter into contracts or agreements on behalf of Union. This Agreement does not create a partnership or any form of agency between the parties.

13. ASSIGNMENT. Neither Union nor Contractor shall assign, sublet or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to assignment, no assignment shall release or discharge the assignor from any duty or responsibility under this Agreement.

14. NON-WAIVER. The failure of either party to exercise any of its rights under this agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

15. HOW NOTICES SHALL BE GIVEN. Any notice given in connection with this agreement shall be given in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address stated herein. Any party may change its address stated herein by giving notice of the change in accordance with this paragraph.

16. APPLICABLE LAW AND JURISDICTION. This Agreement shall be construed and enforced in accordance with the laws of the State of North Carolina. The parties to this Agreement confer exclusive jurisdiction of all disputes arising hereunder upon the General Courts of Justice of Union County, North Carolina.

17. COMPLETE AGREEMENT. This Agreement contains the complete agreement of the parties regarding the terms and conditions of the Agreement, and there are no oral or written conditions, terms, warranties, understandings or other agreements pertaining thereto which have not been incorporated herein. This Agreement may be modified only by written instrument duly executed by both parties, or their respective successors in interest.

18. SEVERABILITY. The provisions hereof are severable, and should any provision be determined to be invalid, unlawful or otherwise null and void by any court of competent jurisdiction, the other provisions shall remain in full force and effect and shall not thereby be affected unless such ruling shall make further performance hereunder impossible or impose an unconscionable burden upon one of the parties.

19. AUTHORITY. Each party warrants that it has the corporate or other organizational power and authority to execute, deliver and perform this Agreement. Each party

further warrants that the execution, delivery and performance by it of the Agreement has been duly authorized and approved by all requisite action of the party's management and appropriate governing body.

20. E-VERIFY. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Contractor shall ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Contractor will be considered a breach of this Agreement, which entitles Union to terminate this Agreement, without penalty, upon notice to Contractor.

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have hereunto set their hands and seals, and have caused this Agreement to be duly executed, this the day and year first above written.

UNION COUNTY

BY: _____(SEAL)
William M. Watson, County Manager

[CONTRACTOR FULL LEGAL NAME]

BY: _____(SEAL)

Approved as to Legal Form _____

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.

Deputy Finance Officer

Exhibit A
Insurance Requirements

I. BASIC INSURANCE REQUIREMENTS. At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

A. **WORKERS' COMPENSATION**
Statutory (coverage for three or more employees) limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. **COMMERCIAL GENERAL LIABILITY**
Covering all operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit

C. **COMMERCIAL AUTOMOBILE LIABILITY**

\$1,000,000	Combined Single Limit - Any Auto
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D. **PROFESSIONAL LIABILITY**

\$1,000,000	Claims Made
-------------	-------------

Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

E. **POLLUTION LIABILITY INSURANCE**

\$1,000,000	Claims Made
-------------	-------------

Contractor shall provide evidence of continuation or renewal of Pollution Liability Insurance for a period of two (2) years following termination of the Agreement.

F. NETWORK SECURITY & PRIVACY LIABILITY (CYBER)

\$1,000,000 Claims Made
\$3,000,000 Aggregate Limit

Contractor shall provide evidence of continuation or renewal of Network Security & Privacy Liability Insurance for a period of two (2) years following termination of the Agreement.

II. ADDITIONAL INSURANCE REQUIREMENTS.

A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY INSURANCE POLICY.

B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.

C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).

D. It is the intention of the parties that the insurance policies afforded by Contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.

E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.

F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 N. Main Street, Suite #130, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.

G. The Certificate of Insurance should note in the Description of Operations the following:

Department: _____
Contract #: _____

H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.

I. Certificate Holder shall be listed as follows:

Union County
Attention: Keith A. Richards, Risk Manager
500 N. Main Street, Suite #130
Monroe, NC 28112

J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

13 APPENDIX E – VENDOR PAYMENT LETTER

-----Information Only – Do not Submit with Bid-----

ATTENTION: ACCOUNTS PAYABLE VENDORS

As part of our Fraud Prevention Program, Union County now prefers two methods for payments to vendor accounts. These methods allow for faster and easier payments to vendors.

The first and preferred method available is to accept a VISA card payment from the County. If you accept payment via VISA, payment is made at the time of the transaction or upon receipt and approval of the invoice.

The second method is an Electronic Funds Transfer. (EFT) This means that you will receive payment of invoices due directly into your bank account. With this method, you will get an email confirmation giving you the date, invoice numbers, and total amount paid. Your payment will be available to you on Monday (or the first banking day if Monday is a bank holiday) following receipt of an approved invoice from the County department invoiced.

An EFT Enrollment Form to enroll in the program is attached for your convenience. You can also visit the Union County website at www.unioncountync.gov at any time to get a new form if your banking information changes. If the banking information changes and you do not notify us, it will delay receipt of payment for invoices.

If you wish to receive payment via the County's VISA card, please contact Alex Whitaker at 704-283-3538 or Christi Climbingbear at 704-283-3543, or send an email to alex.whitaker@unioncountync.gov and you will be added to the list of vendors accepting the VISA card method of payment.

Union County prefers all vendors participate in one of the two methods described above.

Thank you in advance for your participation.



Please return this completed form and supporting documents to:



Union County -Finance Office
Suite 714, 7th Floor, 500 N. Main Street, Monroe NC 28112

Phone: (704) 283-3886 **Fax:** (704) 225-0664

Email: ap@unioncountync.gov

Authorization for payment via Electronic Funds Transfer (EFT)

Initial Enrollment

Change Information

Today's Date _____

Company Name _____

Street Address _____

City, State, Zip _____

By signing below, I hereby authorize Union County to electronically deposit funds into the account indicated below. I understand that if my banking information changes and Union County is not made aware of this change, then payment may be delayed.

Bank Name _____

Address _____

City, State, Zip _____

Routing/ABA # _____ Bank Acct No. _____

Payment Notification: I hereby authorize the following individual to receive an email notification of payment details for all funds deposited to the above account by Union County.

Name & Title _____

Email Address _____

Phone Number _____

Officer Name & Title _____

Phone Number _____

Signature: _____

FOR ACCOUNT VERIFICATION, PLEASE ATTACH A VOIDED CHECK.

This authorization will remain in effect until Union County has received written notice to discontinue.

Print Form