

# MUNICIPAL AGREEMENT TO PURCHASE SODIUM CHLORIDE ON WISDOT BID (March 2024)

THIS AGREEMENT MUST BE SIGNED, DATED, AND RECEIVED BY WisDOT BHM  
WISDOT **NO LATER THAN 5 PM ON MONDAY, APRIL 1, 2024.**  
SUBMIT BY EMAIL ONLY TO: [SaltAdmin@dot.wi.gov](mailto:SaltAdmin@dot.wi.gov)

Annually the Wisconsin Department of Transportation, Bureau of Highway Maintenance takes bids for sodium chloride to be used as a deicing agent. For the 2024-2025 bid the Department will receive a single, combined price to include three categories of delivery services for its road salt needs. They are:

1. **Guaranteed Early Fill** - this service is to take delivery of salt that will fill the purchaser's storage facilities to capacity. Salt contractor is required to complete delivery by December 1, 2024. The contract guarantees the salt contractors that 100% of the bid quantity shown as guaranteed early fill will be taken by the purchaser at the price awarded to the salt contractor. It obligates the salt contractor to deliver this guaranteed quantity. Early fill salt can be ordered as soon as the contracts are signed by the salt contractor (Typically July 1<sup>st</sup>) and must be ordered by October 1, 2024, **using form DT2208**. Any unordered salt by these guidelines may result in forfeiture of salt in this category.
2. **Guaranteed Seasonal Fill** - this service is to take delivery of salt that will re-fill the storage facilities between December 1, 2024, and April 30, 2025. The municipality guarantees to purchase from the salt contractor - 100% of the bid quantity shown as "guaranteed seasonal fill" at the price awarded to the salt contractor. The request for delivery is made by the purchasing agency **using form DT2208**. When both guaranteed early fill and guaranteed seasonal fill are contracted, the municipality must take delivery on all early fill salt, before beginning to take delivery of seasonal fill.
3. **Vendor Reserve** - the salt contractor assures that it will have a "reserve" quantity, enabling it to provide additional salt up to the quantity let for bid as vendor reserve, which is taken at the discretion of the purchaser at the price awarded to the salt contractor. **Form DT2208 must be used to order salt. The purchaser's "vendor reserve" cannot be more than 20% of the "total guaranteed purchase."**

The WisDOT Bureau of Highway Maintenance will include the requested salt quantities for local units of government in the quantity for the statewide bid. Participating local units of government must agree to abide by the Special Terms and Conditions of the contract between WisDOT and the Salt Contractor including procedures for ordering, taking delivery, acknowledging receipt of delivery, making payment for salt received, salt quantities, salt unit prices, and assessing penalties. By signing this agreement, participants are also agreeing to comply with Administrative Code TRANS 277 which requires registration and compliance at all salt storage facilities. TRANS 277 also requires annual on-site storage facility inspections.

The \_\_\_\_\_ of \_\_\_\_\_ in \_\_\_\_\_ County  
(Town / City / County) (Name of Municipality) (County)

hereby requests WisDOT to acquire the following quantity of sodium chloride for the 2024-25 winter season and agrees to purchase at least the "guaranteed" quantities shown in the table on the following page and to make payment as contractually required.

CURRENT INVENTORY INFORMATION	
QUANTITY	AMOUNT IN TONS
<b>Overall Storage Shed Capacity</b> How much salt your shed(s) can hold when full	
<b>Current Salt Shed Inventory</b> (approx. what have in shed(s) now)	
<b>Salt yet to be delivered from 2023-2024 contract</b> Include any Guaranteed Seasonal Salt and any Optional Vendor Reserve you plan to receive yet, this Spring	

2024-2025 SALT ORDER SPECIFICATIONS	
GUARANTEED PURCHASES	AMOUNT IN TONS
<b>Guaranteed Early Fill</b> Early fill orders must be placed prior to October 1, 2024 with preferred delivery of any date prior to December 1, 2024	
<b>Guaranteed Seasonal Fill</b> Seasonal fill orders must be placed after December 2, 2024 with preferred delivery of any date prior to April 30, 2025	
<b>Total Guaranteed Purchases (Early + Seasonal)</b>	

OPTIONAL PURCHASE	AMOUNT IN TONS
<b>Vendor Reserve</b> <i>This quantity can be no more than 20% of the total guaranteed purchase (early and seasonal tons).</i> Purchaser may take delivery at its discretion between December 2, 2024 and up to April 30, 2025.	

**Participants will receive a copy of the Bid Documents, the procedure to place orders, the form DT 2208 and instructions on how to use it, and assistance on other requirements contained in the Bid Documents in June ahead of the new contract starting July 1, 2024.**

**\*ALL SALT ORDERS MUST BE E-MAILED TO SALT CONTRACTORS ON A DT2208 FORM (no phone orders).\***

Salt purchased under this agreement shall only be used on facilities owned and maintained by a municipality. If the municipality has contracted with a private entity to perform winter maintenance, the salt purchased under this agreement shall not be used by the private entity on facilities not owned or maintained by a municipality.

The undersigned authority here agrees to the terms and values of the above agreement:

\_\_\_\_\_  
Signature Approval Authority (electronic signature accepted)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Phone Number  
(ex: xxx-xxx-xxxx)

\_\_\_\_\_  
Contact E-mail Address