



TOWN OF NEEDHAM
Public Works Department
 Public Services Administration Building
 500 Dedham Avenue
 Needham, MA 02492

May 2, 2013

Drinking Water & Wastewater Testing - Request for Quotes

14DPW-029G

The Town of Needham is requesting quotes from certified laboratories to perform water & wastewater analysis for a one year term.

SCOPE OF WORK

Description of Services:

- Analysis of water & wastewater samples utilizing Environmental Protection Agency (EPA) approved analytical methods.
- Department of Environmental Protection (DEP) analysis results are to be submitted to the Town of Needham on either Department of Environmental Protection (DEP) and/or EPA approved forms. Massachusetts Water Resource Authority (MWRA) analysis results are to be submitted directly to the MWRA, with copies also sent to the Town. Department of Public Health (DPH) analysis results are to be submitted to the Town.
- Laboratory services shall include drop-off and pick-up of sample containers at the Charles River Water Treatment Facility located on 914 Charles River Street, Needham MA, 02492.
- Laboratory must maintain certification to perform all water & wastewater analysis throughout the duration of this contract. In the event the laboratory's DEP or EPA certifications are revoked during this contract, the laboratory must immediately contact Steve Cusick at (781) 416-4071.
- Below is a breakdown of the Sampling Analysis to be performed for the Charles River Water Treatment Facility for the period from July 1, 2013 thru June 30, 2014. Also attached is a detailed schedule of DEP testing requirements per each required testing site:

<u>Department of Environmental Protection (DEP)</u>	<u>Department of Public Health (DHP)</u>	<u>Massachusetts Water Resources Authority (MWRA)</u>	<u>MWRA – Sewer</u>
-VOC – 4 -TTHM – 16 -HAA5 – 16 -UCMR 3 (EPA) – 2 (list 1 only) -Nitrate – 1 -SOC - 1 -Sodium - 4 -Manganese (Filters) - 24 -Iron (Filters) - 24 -Secondary Contaminants – 5	-Fluoride – 24	-TSS – 12 -Total Metals; Arsenic, Copper, Nickel, Zinc – 48 -Smart Report – 12 -Total Coilform – 10 only(Miscell)	-Sulfides – 16 -Sulfates – 16 -BOD – 16 -Smart Report – 16 -Disposal Fee – 16

Insurance

The bidder awarded the contract under this procurement must provide proof of insurances in at least the minimum amounts required in the contract, and when requested, shall name the Town as an additional insured for the amounts written.

The bidder awarded the contract shall deposit with the Town Certificates of Insurance for the coverage required, in form and substance satisfactory to the Town, and shall deliver to the Town new policies and certificates thereof for any insurance about to expire at least ten (10) days before such expiration. All such insurance policies shall contain an endorsement requiring thirty (30) days written notice to the Town prior to cancellation of change in coverage, scope or amount of any such policy or policies. Compliance by the bidder with the insurance requirement, however, shall not relieve the bidder from liability under the indemnity provisions.

Indemnification

Unless otherwise exempted by law, the Vendor shall indemnify and hold harmless the Town, its agents, officers and employees against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement or other damages that the Town may sustain which arise out of or in connection with the Vendor's performance of a Contract, including but not limited to the negligence, reckless or intentional conduct of the Vendor, its agents, officers, employees or subcontractors. The Vendor shall at no time be considered an agent or representative of the Town. After prompt notification of a claim by the Town, the Vendor shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. The foregoing provisions shall not be deemed to be released, waived or modified in any respect by reason of any surety or insurance provided by the bidder under the contract.

Forms

All forms listed below must be completed including: bid submission, certificate of good faith, certificate of tax compliance, and bidders' qualification and reference form.

Rule for Award

This contract is procured under M.G.L. Chapter 30B. The contract will be awarded to the responsive and responsible bidder(s) offering the lowest total price. All prices must remain constant for the duration of the contract.

In determining the lowest price, the Town will not factor any early payment discounts that may be offered. In the event that two or more responsive and responsible bidders are tied with the lowest price, the first tie breaker will be the bidder who offers the greater early payment discount, if a tie remains then the bidder whose bid was received first by the Town will be awarded the contract.

The Town herein declares its express purpose not to award the contract to any Bidder unable to furnish evidence, satisfactory to the Town, that it has sufficient ability, experience, and capital to execute and complete the work in accordance with the contract. If requested, any Bidder may be required to demonstrate financial stability satisfactory to the Town.

The Town Manager is the awarding authority for the contract. Further the contract will not be binding until it has been approved as to form by Town Counsel. Award, payment and performance obligations shall depend on the availability and appropriation of funds.

Length of Contract

This contract is anticipated to be executed July 1, 2013. The Town reserves the right to change, delay, cancel, or expedite the contract execution date. The selected bidder is required to furnish all certificates of insurances required under the contract, in a form acceptable to the Town prior to the execution date. The contract will be for a 12 month period commencing upon execution and expiring on June 30, 2014.

Taxes

Purchases made by the Town are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax and any such taxes must not be included in the bid prices. The Town will provide the bidder awarded a contract under this bid a copy of the Town's tax exemption certificate, upon request.

Invoicing

All invoices are to be sent to Department of Public Works, Attn: Administration, 500 Dedham Ave, Needham, MA 02492. Invoices must be sent separately for each Department's order and shall not be combined.

General Notices

Under the Massachusetts General Laws, the Town cannot assure the confidentiality of any materials or information that may be submitted by the bidder in response to this Bid. Thus bidders who choose to submit confidential information do so at their own risk. All bids or other materials submitted by the bidder in response to this Bid will be open for inspection by any person and in accordance with Massachusetts General Laws, Chapter 66 (Public Records Law). Any statements reserving any confidentiality or privacy rights in the submitted responses or otherwise inconsistent with these statutes will be void and disregarded. The bidder shall be expected to comply with all applicable federal and state laws in the performance of services.

SUBMISSION REQUIREMENTS

Questions should be forwarded to Carys Lustig at (781) 455-7550 ext. 302 or emailed to clustig@needhamma.gov.

Quotes may be **emailed, faxed or hand delivered to:**

Carys Lustig, Department of Public Works
clustig@needhamma.gov
500 Dedham Avenue, Needham, MA 02492
Fax: 781-449-9023

by **May 15, 2013 AT 12:00 P.M**

Price Quote
Drinking Water & Wastewater Testing
RFQ 14DPW-029G

Item		Total Cost
A	DEP Sampling Analysis	\$
B	DPH Sampling Analysis	\$
C	MWRA Water & Waste Water	\$
D	Total (A+B+C):	\$
E	Prompt Payment Discount	%/ days

Vendor Name: _____

Address: _____

City/Town _____ State: _____ Zip Code: _____

Authorized Signature: _____ Title: _____

Contact Name: _____ Title: _____

Phone: _____ Fax: _____

Email Address: _____

CERTIFICATE OF GOOD FAITH
Drinking Water & Wastewater Testing
RFQ 14DPW-029G

The undersigned hereby certifies that s/he will comply with all laws and regulations applicable to awards made subject to Massachusetts General Laws, Chapter 30B.

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting the bid or proposal

Individual Full Name (Print/Type)

Name of Business (Print/Type)

(Date)

Two Witnesses or Notary

Witness One Signature

Witness Two Signature

Witness One Full Name (Print/Type)

Witness Two Full Name (Print/Type)

Witness One Primary Address

Witness Two Primary Address

OR

Commonwealth of Massachusetts

County of _____

On this ____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____(name of document signer), proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

- as partner for _____, a partnership.
- as _____ for _____, a corporation.
- as attorney in fact for _____, the principal.
- as _____ for _____, (a) (the) _____.

(official signature and seal of notary)

My commission expires: _____

THIS FORM MUST BE COMPLETED AND FILED WITH THE SUBMISSION

CERTIFICATE OF COMPLIANCE WITH MASSACHUSETTS TAX LAWS
Drinking Water & Wastewater Testing
RFQ 14DPW-029G

Pursuant to Massachusetts General Laws, chapter 62C, section 49A, the undersigned acting on behalf of the Bidder*, certifies under the penalties of perjury that to my best knowledge and belief, the Bidder* is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Individual

Signature

Date

Name (please type or print)

Social Security Number

Corporate

Corporate Name (please type or print)

Signature of Corporate Officer

Date

Name of Corporate Officer (please type or print)

Title (please type or print)

Taxpayer Identification Number

*** As used in this certification, the word "Bidder" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals**

THIS FORM MUST BE FILED WITH BID SUBMISSION

BIDDERS' QUALIFICATIONS AND REFERENCES FORM

All questions must be answered and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred (*) items. This information will be utilized by the Town of Needham for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1. FIRM NAME: _____

2. WHEN ORGANIZED: _____

3. INCORPORATED YES NO DATE & STATE OF INCORPORATION: _____

*4. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION:

*5. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?
 YES NO IF YES, WHERE AND WHY?

*6. HAVE YOU EVER DEFAULTED ON A CONTRACT? YES NO
IF YES, PROVIDE DETAILS.

*7. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHOULD BE LISTED.

PROJECT NAME: _____

OWNER: _____

CITY/STATE: _____

DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____

PUBLICLY BID? YES NO

TYPE OF WORK?: _____

CONTACT PERSON: _____ TELEPHONE # (____) _____

CONTACT PERSON'S RELATION TO PROJECT?: _____

(i.e. contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? YES NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #(____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e. contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? YES NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #(____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e. contract manager, purchasing agent, etc.)

STATEMENT OF LABORATORY QUALIFICATIONS:

Authorized Signature & Title: _____

Print Name and Title: _____

Date: _____

THIS FORM MUST BE FILED WITH BID SUBMISSION