

**REQUEST FOR
PROPOSAL AND QUALIFICATIONS**

**WATER AND SEWER UTILITY
MUNICIPAL LANDFILL
SILVESTRO LAKE
LABORATORY SERVICES CONTRACT
2018-2022**

Prepared for:



**Greenwich Township
420 Washington Street
Gibbstown, NJ 08027**

Prepared by:

***Robert Schoch
Public Works Supervisor***

REQUEST FOR PROPOSALS

The Township of Greenwich is seeking sealed proposals for a New Jersey certified laboratory to evaluate provide routine and special testing services mandated by NJDEP permits for the Township's water and sewer utilities, municipal landfill and the public bathing facility located at Silvestro Lake. All proposals are to be returned to Greenwich Township Municipal building, 420 Washington Street, Gibbstown, NJ 08027. Proposals sent by mail shall be addressed as indicated above and shall be clearly marked on the envelope: "LABORATORY SERVICES BID". All proposals are due on or before December 13, 2017, at 10:00 am at which time they will be publicly opened and read aloud. The Township Council will be the sole discretionary body for consideration or rejection of the proposals. This contract shall be awarded based on price and other factors including but not limited to experience, qualification and special accreditations. This service is exempt from formal bidding in accordance with N.J.S.A. 40A:11-5.

The applicant MUST label the exterior of the package with "LABORATORY SERVICES BID".

Submission of Proposals

All proposals must be submitted in sealed envelopes bearing on the outside the name of the respondent, his address and the name of the RFP for which the proposal is submitted. Proposals must be addressed to the attention of:

Lori Biermann, Clerk
Township of Greenwich
420 Washington Street
Gibbstown, NJ 08027

Questions regarding this Proposal shall be addressed to:

Questions regarding the Request for Proposals may be directed to Robert Schoch, Public Works Supervisor, 1200 Memorial Avenue, Gibbstown, NJ; (856) 224-0373 (Office); (856) 224-0376 (Fax); bschoch@greenwichtwp.com

Four (4) copies of the Proposals are required to be submitted

Submission shall be made no later than 10:00 am, December 13, 2017.

**TOWNSHIP OF GREENWICH
CLOUCESTER COUNTY, NJ
REQUEST FOR PROPOSAL AND QUALIFICATIONS
WATER AND SEWER UTILITY
LANDFILL TESTING
SLYVESTER LAKE
LABORATORY SERVICES CONTRACT
November, 2017**

I. INTRODUCTION

The Township of Greenwich owns and operates a water and sewer utility. The Township is required to conduct sampling and submit analytical results on water and wastewater quality and processing, landfill monitoring and public bathing compliance at Silvestro Lake.

The Township operates the following wells at two water treatment facilities;

Well #4A – Memorial Avenue and Well #6 – Harmony and Swedesboro Roads are combined at the Memorial Avenue Treatment Facility, Well #5 – is located and associated with the Treatment Facility at Walnut and Washington Streets.

Treatment of the collected wastewater is performed by the Township at their Wastewater Treatment Facility located on North School Street. The plant is a surface water discharge facility with effluent disposal into the Delaware River following secondary treatment. The facility is a Class I generator of sludge.

The Municipal Landfill was closed in 1987. This facility is located on Broad Street Gibbstown, NJ 08027. The public bathing facility, Silvestro Lake is located on Tomlin Station Road and open for swimming between Memorial Day and Labor Day each year.

NJDEP and other permits issued to the Township are as follows:

Safe Drinking Water Permit (parameters)	NJ0807001
Water Diversion	5253
Significant Indirect User (SIU)	NJPDES NJ0130273
NJ Pollutant Discharge Elimination Permit (NJPDES)	NJ0030333
Landfill Permit	NJPDES NJ0056553
Silvestro Lake Permit (Gloucester Co. Board of Health)	no specific permit

The objective of this RFP is to contract with a certified laboratory that will assure compliance with the testing requirements set forth in the above referenced permits and to perform the required services diligently and professionally thus eliminating any penalty levied to the Township for non-compliance with the testing provisions.

The response to the RFP must address the items presented as well as provide verification of qualifications to perform the desired services.

II. SCOPE OF SERVICES

The water, wastewater, landfill and lake facilities to be tested under the permits referenced above must be provided in accordance with said permits as included as attachments to the RRP. The Contractor shall become familiar with the permit testing requirements which are summarized in the content of the RFP. **Although the permit testing requirements are summarized below, the Contractor will be obligated to perform all testing within the interval required in the attached permits.** The cost proposal attempts to identify all testing required however it the responsibility of the Bidder to review the testing parameters and to assure that all tests are performed. In the event that the Bidder notices a discrepancy in the number of required tests and/or interval of said test, they are to advise the Township of their findings.

It is noted that the NJDEP may impose additional requirements at any time which are not identified within this RFP. The contractor will be obligated to provide the additional testing (if applicable). However for any services not covered in the scope of this RFP or those listed in the current attached permits, the Contractor shall receive prior approval from the Supervisor before performing said testing to assure fair compensation for the additional services rendered.

III. DURATION OF CONTRACT

The contract for services will commence with authorization of Council and terminate on December 31, 2022. The contract will continue on a month to month basis thereafter if a new contract has not been issued by the Township to initiate the 2023 service year. The Township reserves the right to terminate the contract at any time should the Contractor fail to perform as required by the NJDEP requirements.

IV. TECHNICAL SPECIFICATIONS

A. GENERAL

1. SPECIAL RESTRICTIONS

- a. Lab Error Defense:
Should owner be subject to NJDEP enforcement action due to results which may be erroneous due to lab error, the laboratory will cooperate fully in documenting such lab error.
- b. Confidentiality:
Laboratory agrees to keep all information between itself and owner strictly confidential unless otherwise stated. Permission to release specific analytical results or other information to a third party must be in writing and signed by the owner's Public Works Director.
- c. Sample Retention:
Laboratory shall retain each sample for a minimum of 30 days after a complete report has been transmitted for all testing on that sample.

- d. The contractor shall have a good working knowledge of all NJDEP approved testing procedures, regulations, and approved analytical report forms for all the required testing and analysis specified herein. Contractor shall provide all required forms.

2. SAMPLING CONTAINERS - GENERAL

- a. Specifications:

The laboratory shall provide the correct sample containers, for the particular sample types specified in each test group. All containers must comply with the requirements specified in NJAC 7:18, Subchapter 9, Sample Requirements. It shall be documented on the Chain of Custody form that the proper decontaminated containers are used for sampling, NJAC 7:18-9.3(b)4i. Sample containers shall be pre-cleaned bottles of sufficient size, type, quantity and composition for the analyses requested.

- b. Cleaning:

The cleaning protocol shall meet the requirements of either the specified method, regulatory program, permit requirement or NJDEP regulations as appropriate.

- c. Preservation:

Sample containers shall not already contain chemical preservation unless specifically requested or approved by owner. With unpreserved sample containers for samples taken by owner, owner accepts full responsibility for the correct preservation of the samples collected therein, as required by NJAC 7:18-9.1(c).

If pre-preserved sample containers are requested, laboratory warrants that the preservatives used are of the grade specified in the appropriate methodology for each parameter. Sample containers containing preservative shall be clearly labeled with the name of the preservative and the precautions to be used in sampling and handling.

For the purposes of this contract, the following sample containers will contain preservative when received:

- Wastewater Sample Containers
- Others as designated by Owner

- d. Laboratory Responsibility During Transport of Containers For Wastewater Samples:
Sample bottles shall be provided in a suitable insulated transport container with enough ice or equivalent coolant to maintain the samples at 4 degrees C until received at the laboratory.

- e. Custody Documentation:

Chain of Custody/Sample Analysis Request forms, custody seals (if required) and labels or tags shall accompany the container(s). Laboratory to coordinate.

f. Location and Delivery of Containers:

Laboratory shall deliver sample containers at the owner's designated location(s). The Contractor must deliver labeled sample bottles at least 48 hours prior to the sampling date. All sampling shall be done at such times as will permit the Contractor to complete his analyses and submit all reports when they are due.

The Contractor shall provide material safety data sheets for all sample bottles containing preservatives. Bottles shall be labeled if they contain hazardous chemicals.

g. Scheduling:

Laboratory shall coordinate with owner a regular schedule of the dates/days for container delivery. If there are additions, subtractions or changes to this schedule, laboratory shall be given notice by phone, fax or e-mail.

Laboratory services shall include coordination with the owner for scheduling the work. Contractor is responsible for developing sample schedule based on information herein and owner's direction.

h. Storage and Transportation:

Storage and transportation of the samples must meet the testing protocol set forth by the permits as well as with the approval of the Public Works Department Supervisor.

3. SAMPLING

a. Personnel:

Unless noted otherwise samples shall be obtained by the contractor.

b. Pick Up Time:

Samples shall be picked up the laboratory within 48 hours of being notified by the owner unless sample pick up has been previously scheduled. Pick up shall be made between the hours of 7:30 a.m. and 2:30 p.m., Monday through Friday, except holidays.

c. Chain of Custody/Sample Analysis Request Form:

Laboratory shall supply Chain of Custody/Sample Analysis Request (COC/SAR) forms, either pre-printed or blank, which shall be used to document the sampling and each transfer from sample acquisition to receipt by the laboratory. The COC/SAR shall list the following information as required by NJAC 7:18-9.2(c)8, 7:18-9.3(b)3, 7:18-9.3(b)4 and 7:18-9.5(c)5:

- Documentation that properly decontaminated and prepared sample containers were used.
- The sample collector's name and affiliation.
- The name and identification number of the laboratory analyzing the sample(s).
- The sample location and type.
- The date and time of sample collection.
- The sample collector's signature and any remarks.

- The signature, date and time of custody transfers.
- The number of containers.
- The chlorine residual results, if applicable.
- DSAMs (Department NJDEP Sanctioned Analytical Method) to be performed.
- The preservatives or preservation conditions used.

4. ANALYSES

a. Laboratory Testing Procedures

Except as noted, testing shall be conducted according to the DSAM's designated on the laboratory's Part III of the Application for Environmental Measurements Certification and on its Annual Certified Parameter List (ACPL).

b. Reanalysis of Samples

The laboratory may be required to resample and/or reanalyze samples, at its own expense, for which acceptable results are not obtained, solely due to errors of the laboratory itself. Examples of unacceptable results are:

- Analyses performed outside the holding time, due to errors in sample pick up or analytical scheduled.
- Tests in which the analyses is found in the blank.
- Tests in which the incorrect methodology was used.
- Tests in which unacceptable quality control results were encountered.

c. Complete Reports

Laboratory reports shall include all the information required by NJAC 7:18-4.6(h), 7:18-5.6(j) through 7:18-6.7(f), 7:18-7.6(c) and 7:18-8.5(e). Complete laboratory reports must be submitted in a timely manner as specified for each test group. A report is considered complete only when the following information has been received:

- The certified environmental laboratory name and NJ laboratory identification number.
- The date and time of sampling, sample preparation, measurements and analysis.
- Specific and unique identification of the sample(s).
- The type of analysis performed and the analytical method employed, including the method number (DSAM).
- The person(s) name or initials who performed the sampling and analyses.
- The name of each parameter.
- The dilution factor (DF), if the sample was diluted (for example, to reduce matrix interference).
- The following statement followed by the name and signature of the environmental laboratory manager or designee identified pursuant to NJAC 7:18-2.11(a)1iii.

“I certify under penalty of law that I have personally examined and am familiar with the information submitted herein; and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the

submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.”

- The results generated by the analysis, reported as a quantitative number with units of measurement or as “not detected”.
- Log in check sheet (if used).
- Level of quality control utilized indicated.
- Applicable forms filled out completely.
- External Chain of Custody.

d. Expedited Reporting

The owner may have permit limits established for individual parameters in a particular test group. Laboratory agrees to notify by phone or fax of any results exceeding these limits within 48 hours of obtaining the results. Notification should be to:

Robert Schoch, Public Works Supervisor
Township of Greenwich
420 Washington Street
Gibbstown, NJ 08027
(856) 224-0373 Phone
(856) 423-2989 Fax
bschoch@greenwichtwp.com

e. Reporting and/or Analysis Errors

The contractor shall be responsible to correct reporting and/or analysis errors within ten (10) days of being informed of said error. The correction shall be accompanied by a letter explaining the error and the correction and submitted to the Township Water and Sewer Clerk (856-432-2389) within the ten (10) day period. Upon initially becoming aware of problem, contractor shall contact Township Public Works Supervisor. **Penalty for the error shall follow the schedule in Paragraph 5 specified below. (Not including any fines assessed against owner).**

5. LIQUIDATED DAMAGES - LATE FEES

- a. For samples collected by the Township: all sample bottles required for the following month shall be delivered to the Township during the last week of the preceding month (Monday-Friday). The contractor shall be liable to Greenwich Township a penalty for late delivery of sample bottles for each report as outlined in the proposal, according to the following schedule:

Each calendar day late: \$100.00 per day per bid item starting with (and including) Monday of the first week of each month.

- b. The contractor shall be liable to pay to Greenwich Township a penalty for not picking up samples taken by Township Personnel promptly as specified. The penalty shall be on a per bid item basis according to the following schedule:

1-3 Calendar Days Late: \$100.00 Per Day Per Bid Item
Over 3 Calendar Days Late: \$150.00 Per Day Per Bid Item

- c. The contractor shall be liable to Greenwich Township a penalty for the late delivery of test results per each report as outlined in the proposal, according to the following schedule:

1-5 Calendar Days Late: \$100.00 Per Day Per Bid Item
6-10 Calendar Days Late: \$150.00 Per Day Per Bid Item
Over 10 Calendar Days Late: \$200.00 Per Day Per Bid Item

- d. The Township shall deduct the previously listed liquidated damaged/late fees from monies due the contractor.

6. PAYMENT REQUEST SUBMITTAL

The contractor shall be responsible to submit all laboratory service fee payment requests under this contract to the Township within the following schedule:

For test results reported in February - October:

Within 30 calendar days of either submitting test results or the specified result deadline listed, whichever occurs first.

For all other test results:

Within 15 calendar days of either submitting test results or the specified result deadline listed, whichever occurs first.

For fee payment requests not submitted within the above listed time frame the contractor shall be liable to Greenwich Township a penalty for late fee payment request submittal based on the following schedule:

1 - 30 calendar days late:	1% of payment request
31 - 90 calendar days late:	5% of payment request
Over 90 calendar days late:	100% of payment request (i.e. all fee payment requests will be denied)

All fee payment requests shall associate the fee with the bid item in the proposal section. Separate invoices shall be provided for each bid item payment request. Requests not provided in a bid item fee format will not be considered for payment. In addition, no partial bid item fee requests will be considered.

7. INDEMNIFICATION AGREEMENT

In addition to any provisions listed elsewhere in this specification, the contractor shall indemnify and hold harmless the owner and all of its agents and employees from and against all claims, damages, losses, and expenses, including attorney’s fees arising out of or resulting from the performance of the contractor’s work under this contract, provide that any such claim, damage, loss or expense:

- Is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than work itself), including the loss of use resulting therefrom.
- Is caused in whole or in part by any negligent act or omission of the contractor or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether it is caused in part by a party indemnified hereunder.

In any and all claims against the owner or any of its agents or employees by an employees of the contractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this agreement shall not be limited in any way by an limitation on the amount or type of damages, compensation, or benefits payable by or for the contractor under workers compensation acts, disability benefit acts or other employee benefits acts.

The above Scope of Work outlines the general items and distribution of work and should not be construed to be all inclusive.

B. **WATER SYSTEM**

1. **WELLS** – The Township operates the following wells:

- Well #4A – Memorial Avenue
- Well #5 – Walnut and Washington Streets
- Well #6 – Harmony and Swedesboro Roads

All wells are within the Middle Potomac-Raritan-Magothy Aquifer System (PRM).

2. **TESTING REQUIREMENTS**

DISTRIBUTION SYSTEM			
PARAMETER	SDWIS	FREQUENCY	SAMPLING INSTRUCTIONS
Coliform, Total (TCR)	3100	month	5 samples/mo. during calendar year (<i>by others</i>)
Lead and Copper		triennial	20 samples between June 1 - September 30 in calendar year

Total THM/HAA5 (stage 1)			3 Maximum Residence time sample between July 1 - September 30 in calendar year Sample Point ID DBPMAX
WELL #5 TP002005			
PARAMETER	SDWIS	FREQUENCY	SAMPLING INSTRUCTIONS
Inorganics		triennial	1 Sample anytime during calendar year
Nitrate	1040	annual	1 Sample anytime during calendar year
Secondary's		triennial	1 Sample anytime during calendar year
Sodium	1052	quarter	1 Sample/quarter during calendar year
Chloride		quarter	1 Sample/quarter during calendar year
Volatile Organic Compounds		annual	1 Sample anytime during calendar year
PFCs		quarterly	3 – before, between, after filters
WELL #4A and #6 TP004014			
PARAMETER	SDWIS	FREQUENCY	SAMPLING INSTRUCTIONS
Inorganics		triennial	1 Sample anytime during calendar year
Nitrate	1040	annual	1 Sample anytime during calendar year
Secondary's		triennial	1 Sample anytime during calendar year
Sodium	1052	quarter	1 Sample/quarter during calendar year
Chloride		quarter	1 Sample/quarter during calendar year
Volatile Organic Compounds		quarter	1 Sample/quarter during calendar year
PFCs		quarterly	3 – before, between, after filters

3. **SPECIAL TESTING REQUIREMENTS**

- a. Radionuclide Monitoring – At Well #5, through Sampling Point TP002005, a raw water sample must be taken for Gross alpha, Radium 226, Radium 228 and Uranium on a quarterly basis in accordance with N.J.A.C. 7:18-6.4.

4. **SAMPLING**

- a. All samples as listed in this section shall be collected by the Contractor.
- b. The Township will be responsible for all bacteriological sampling and testing. Therefore this sampling and testing is not within the scope of this RFP.

C. WATER SYSTEM - SIU

- 1. **WELLS #4A and #6 BACKWASH** – The treatment facilities on these wells generate backwash water that are discharged to the Township’s Wastewater Treatment Plant. In so doing, the backwash water must be tested in accordance with the NJPDES – NJ0130273 permit standards which requires sampling at facilities within the Public Works complex located on Memorial Avenue, as follows:

Table III of NJPDES – NJ0130273

A-1 – Discharge location point 001L Well #6 Backwash Lagoons

B-1 – No longer applicable

C-1 – S10A Storage Lagoons Well #4A

- 2. **TESTING REQUIREMENTS**

Section	Phase	Interval	Report Due to Township	Report due to NJDEP	Pages
A-1	Final	Monthly/Semi-Annually/Annually	45 days following the date of sample	90 days following the date of sample	P1-2
C-1	Final	Annually	30 days following end of yr.	60 days following end of yr.	p5-8
C-3	Final	Annually	<i>(by others)</i>		p8-10

- 3. **SAMPLING**

- a. All samples as listed in this section shall be collected by the Township.
- b. Additionally, the Township will collect and/or be responsible for the following permit requirements:
 - Intake Well
 - Effluent Flow – Gross Value
 - Flow Out
 - Effluent Flow Through Treatment Plant -Gross Value
 - pH - Effluent Gross Value
 - C-3 Residuals WCR

D. SEWER SYSTEM

- 1. **WASTEWATER TREATMENT PLANT** – The plant is a 1.0 mgd secondary treatment facility located at North School Street with an activated sludge component with discharge of its treated effluent in the Delaware River. The plant is operated under the requirements of NJPDES #NJ0030333.

2. **TESTING REQUIREMENTS**

Section	Phase	Interval	Report Due to Township	Report due to NJDEP	Pages
A-1	Initial	Monthly	15 days following end of mo.	25 days following end of mo.	p1-4
A-2	Interim	Monthly	15 days following end of mo.	25 days following end of mo.	p5-8
A-3	Final	Monthly	15 days following end of mo.	25 days following end of mo.	p8-12
A-4	Final	Annually	15 days following end of yr.	25 days following end of yr.	p12-15
A-5	Final	Semi-annually	15 days following end of 6 mo.	25 days following end of 6 mo.	p12-22
B-1	Final	Quarterly	30 days following end of qtr.	60 days following end of qtr.	p23-26
B-3	Final	Annually	30 days following end of yr.	60 days following end of yr.	p26-37
C-1	Final	Annually	30 days following end of yr.	60 days following end of yr.	P37

3. **SAMPLING**

- a. All samples as listed in this section shall be collected by the Township.
- b. Additionally, the Township will collect and/or be responsible for the following permit requirements:
 - Effluent Flow
 - pH (raw)
 - pH (effluent)
 - Temperature
 - C-1 Residuals WCR

E. **LANDFILL MONITORING**

1. **LANDFILL** – The municipal landfill is located on Broad Street. Four (4) monitoring wells are contained on the site. Monitoring requirements are covered under NJPDES # NJ0056553.
2. **TESTING REQUIREMENTS**

There are four monitoring wells at the Landfill. Each well must be tested for the parameters set forth in the permit found in these specifications. The numbers of parameters to be tested per the attached permit are as follows:

Annual ~ 18

Semi Annual ~ 6

Quarterly ~ 11

Well	Section	Interval	Sample Month	Report Due to Township	Report due to NJDEP
Well 1	Anually	Anually	March	15th of March	April
	Semi-annually	Semi-annually	March/Sep.	15th of March & Sept.	April & Oct.
	Quarterly	Quarterly	March/June/Sep./Dec.	15th of March, June, Sept. & Dec.	April, July, Oct. & Jan.
Well 2	Anually	Anually	March	15th of March	April
	Semi-annually	Semi-annually	March/Sep.	15th of March & Sept.	April & Oct.
	Quarterly	Quarterly	March/June/Sep./Dec.	15th of March, June, Sept. & Dec.	April, July, Oct. & Jan.
Well 3	Anually	Anually	March	15th of March	April
	Semi-annually	Semi-annually	March/Sep.	15th of March & Sept.	April & Oct.
	Quarterly	Quarterly	March/June/Sep./Dec.	15th of March, June, Sept. & Dec.	April, July, Oct. & Jan.
Well 4	Anually	Anually	March	15th of March	April
	Semi-annually	Semi-annually	March/Sep.	15th of March & Sept.	April & Oct.
	Quarterly	Quarterly	March/June/Sep./Dec.	15th of March, June, Sept. & Dec.	April, July, Oct. & Jan.

3. **SAMPLING**

- a. All samples as listed in this section shall be collected by the Contractor.
- b. The Contractor shall for each sampling event, complete the NJDEP NJPDES DMR report form, signed by the Lab Director and ready for Township signature and submission to NJDEP.

F. **LAKE SILVESTRO TESTING**

1. **LAKE SILVESTRO** – This lake is located on Tomlin Station Road.

2. **TESTING REQUIREMENTS**

The contractor shall perform weekly bacteriological testing to determine the presence and density of organisms of the coliform group as analyzed by the membrane filtration method.

3. **SAMPLING**

- a. All samples as listed in this section shall be collected by the Contractor.
- b. Contractor shall obtain one sample per week from a Township designated testing point.
- c. The sampling shall be performed weekly between the months of the last full week of April and through October. For the purpose of bidding, the contractor shall provide a weekly cost based on a 26 week duration. The number of weeks may be increased or decreased at the discretion of the Township.
- d. All results shall be reported in units of number of colonies per 100 ml of sample.
- e. A result above 200 fecal coliform per 100 ml is unsuitable for bathing areas.

V. QUALIFICATIONS

The Bidder shall provide the following:

- Statement of firm's qualifications including a description of your firm
- Location of office that will be conducting service
- Principal individual who will be handling the account and resume
- Summarize the key strengths and qualifications of your firm to perform this project, including examples of similar clients
- References from three (3) similar engagements. Please include the contact name, title, company/municipal entity name, address, phone number and e-mail address for each reference
- List of any test that will be subcontracted and the name of the subcontracted lab
- List of any exceptions taken to this RFP

VI. COST PROPOSAL - DETAIL

A. WATER SYSTEM

2018				
DISTRIBUTION SYSTEM				
PARAMETER	FREQUENCY	SAMPLES	UNIT	TOTAL
Lead and Copper	triennial	20		
Total THM/HAA5 (stage 1)	Annually (August)	3		
WELL #5 TP002005				
PARAMETER	FREQUENCY	SAMPLES	UNIT	TOTAL
Inorganics	triennial	1		
Nitrate SDWIS 1040	annual	1		
Secondarys	triennial	1		
Sodium SDWIS 1052	quarter	4		
Chloride	quarter	4		
Volatile Organic Compounds	annual	1		
PFCs	quarterly	3 – before, between, after filters		
WELLS #4A and #6 TP004014				
PARAMETER	FREQUENCY	SAMPLES	UNIT	TOTAL
Inorganics	triennial	1		
Nitrate SDWIS 1040	annual	1		
Secondarys	triennial	1		
Sodium SDWIS 1052	quarter	4		
Chloride	quarter	4		
Volatile Organic Compounds	quarter	4		
PFCs	quarterly	3 – before, between, after filters		
TOTAL FOR YEAR				

2019				
DISTRIBUTION SYSTEM				
PARAMETER	FREQUENCY	SAMPLES	UNIT	TOTAL
Coliform, Total (TCR)	month	60		

Total THM/HAA5 (stage 1)		3		
WELL #5 TP002005				
PARAMETER	FREQUENCY	SAMPLES	UNIT	TOTAL
Nitrate	annual	1		
Sodium	quarter	1		
Chloride	quarter	4		
Volatile Organic Compounds	annual	1		
PFCs	quarterly	3 – before, between, after filters		
WELLS #4A and #6 TP004014				
PARAMETER	FREQUENCY	SAMPLES	UNIT	TOTAL
Nitrate	annual	1		
Sodium	quarter	1		
Chloride	quarter	4		
Volatile Organic Compounds	quarter	4		
PFCs	quarterly	3 – before, between, after filters		
TOTAL FOR YEAR				

2020				
DISTRIBUTION SYSTEM				
PARAMETER	FREQUENCY	SAMPLES	UNIT	TOTAL
Coliform, Total (TCR)	month	60		
Total THM/HAA5 (stage 1)		3		
WELLS #4A and #6 TP002005				
PARAMETER	FREQUENCY	SAMPLES	UNIT	TOTAL
Nitrate	annual	1		
Sodium	quarter	1		
Chloride	quarter	4		
Volatile Organic Compounds	annual	1		
PFCs	quarterly	3 – before, between, after filters		
WELLS #4A and #6 TP004014				
PARAMETER	FREQUENCY	SAMPLES	UNIT	TOTAL
Nitrate	annual	1		
Sodium	quarter	1		
Chloride	quarter	4		
Volatile Organic Compounds	quarter	4		
PFCs	quarterly	3 – before, between, after filters		

TOTAL FOR YEAR				
2021				
DISTRIBUTION SYSTEM				
PARAMETER	FREQUENCY	SAMPLES	UNIT	TOTAL
Coliform, Total (TCR)	month	60		
Total THM/HAA5 (stage 1)		3		
WELLS #4A and #6		TP002005		
PARAMETER	FREQUENCY	SAMPLES	UNIT	TOTAL
Nitrate	annual	1		
Sodium	quarter	1		
Chloride	quarter	4		
Volatile Organic Compounds	annual	1		
PFCs	quarterly	3 – before, between, after filters		
WELLS #4A and #6		TP004014		
PARAMETER	FREQUENCY	SAMPLES	UNIT	TOTAL
Nitrate	annual	1		
Sodium	quarter	1		
Chloride	quarter	4		
Volatile Organic Compounds	quarter	4		
PFCs	quarterly	3 – before, between, after filters		
TOTAL FOR YEAR				

2022				
DISTRIBUTION SYSTEM				
PARAMETER	FREQUENCY	SAMPLES	UNIT	TOTAL
Coliform, Total (TCR)	month	60		
Total THM/HAA5 (stage 1)		3		
WELLS #4A and #6		TP002005		
PARAMETER	FREQUENCY	SAMPLES	UNIT	TOTAL
Nitrate	annual	1		
Sodium	quarter	1		
Chloride	quarter	4		
Volatile Organic Compounds	annual	1		
PFCs	quarterly	3 – before, between, after filters		
WELLS #4A and #6		TP004014		
PARAMETER	FREQUENCY	SAMPLES	UNIT	TOTAL
Nitrate	annual	1		
Sodium	quarter	1		

Chloride	quarter	4		
Volatile Organic Compounds	quarter	4		
PFCs	quarterly	3 – before, between, after filters		
TOTAL FOR YEAR				

B. WATER SYSTEM - SIU

2018					
Section	Phase	Interval	Cost per Interval	Unit	Cost
B-1	Final	Semi-Annually		6	
B-1	Final	Annually (Total Mn)		1	
C-1	Final	Annually		1	
total					

2019					
Section	Phase	Interval	Cost per Interval	Unit	Cost
B-1	Final	Semi-Annually		6	
B-1	Final	Annually (Total Mn)		1	
C-1	Final	Annually		1	

2020					
Section	Phase	Interval	Cost per Interval	Unit	Cost
B-1	Final	Semi-Annually		6	
B-1	Final	Annually (Total Mn)		1	
C-1	Final	Annually		1	

2021					
Section	Phase	Interval	Cost per Interval	Unit	Cost
B-1	Final	Semi-Annually		6	
B-1	Final	Annually (Total Mn)		1	
C-1	Final	Annually		1	

2022					
Section	Phase	Interval	Cost per Interval	Unit	Cost
B-1	Final	Semi-Annually		6	
B-1	Final	Annually (Total Mn)		1	
C-1	Final	Annually		1	

C. SEWER SYSTEM

2018						
Section	Phase	Interval	Period	Cost per Interval	Unit	Cost
A-1	Initial	Monthly	To end		12	
A-4	Final	Annually	To end		1	
A-5	Final	Semi-annually	To end		2	
B-1	Final	Quarterly	To end		4	
B-3	Final	Annually	To end		1	
C-1	Final	Annually	To end		1	
TOTAL FOR YEAR						

2019						
Section	Phase	Interval	Period	Cost per Interval	Unit	Cost
A-1	Initial	Monthly	To end		12	
A-4	Final	Annually	To end		1	
A-5	Final	Semi-annually	To end		2	
B-1	Final	Quarterly	To end		4	
B-3	Final	Annually	To end		1	
C-1	Final	Annually	To end		1	
TOTAL FOR YEAR						

2020						
Section	Phase	Interval	Period	Cost per Interval	Unit	Cost
A-1	Initial	Monthly	To end		9	
A-2	Interim	Monthly	To end		3	
A-4	Final	Annually	To end		1	

A-5	Final	Semi-annually	To end		2	
B-1	Final	Quarterly	To end		4	
B-3	Final	Annually	To end		1	
C-1	Final	Annually	To end		1	
TOTAL FOR YEAR						

2021						
Section	Phase	Interval	Period	Cost per Interval	Unit	Cost
A-1	Initial	Monthly	To end		9	
A-2	Interim	Monthly	To end		3	
A-4	Final	Annually	To end		1	
A-5	Final	Semi-annually	To end		2	
B-1	Final	Quarterly	To end		4	
B-3	Final	Annually	To end		1	
C-1	Final	Annually	To end		1	
TOTAL FOR YEAR						

2022						
Section	Phase	Interval	Period	Cost per Interval	Unit	Cost
A-1	Initial	Monthly	To end		9	
A-2	Interim	Monthly	To end		3	
A-4	Final	Annually	To end		1	
A-5	Final	Semi-annually	To end		2	
B-1	Final	Quarterly	To end		4	
B-3	Final	Annually	To end		1	
C-1	Final	Annually	To end		1	
TOTAL FOR YEAR						

D. LANDFILL MONITORING

2018						
Well	Section	Interval	Sample Month	Cost per Interval	Unit	Cost
Well 1	Annually	Annually	March		1	
	Semi-annually	Semi-annually	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
Well 2	Annually	Annually	March		1	
	Semi-	Semi-	March/Sep.		2	

	annually	annually				
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
Well 3	Annually	Annually	March		1	
	Semi-annually	Semi-annually	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
Well 4	Annually	Annually	March		1	
	Semi-annually	Semi-annually	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
TOTAL FOR YEAR						

2019						
Well	Section	Interval	Sample Month	Cost per Interval	Unit	Cost
Well 1	Annually	Annually	March		1	
	Semi-annually	Semi-annually	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
Well 2	Annually	Annually	March		1	
	Semi-annually	Semi-annually	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
Well 3	Annually	Annually	March		1	
	Semi-annually	Semi-annually	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
Well 4	Annually	Annually	March		1	
	Semi-annually	Semi-annually	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
TOTAL FOR YEAR						

2020						
Well	Section	Interval	Sample Month	Cost per Interval	Unit	Cost
Well 1	Annually	Annually	March		1	
	Semi-annually	Semi-annually	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
Well 2	Annually	Annually	March		1	
	Semi-annually	Semi-annually	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	

Well 3	Anually	Anually	March		1	
	Semi-annualy	Semi-annualy	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
Well 4	Anually	Anually	March		1	
	Semi-annualy	Semi-annualy	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
TOTAL FOR YEAR						

2021						
Well	Section	Interval	Sample Month	Cost per Interval	Unit	Cost
Well 1	Anually	Anually	March		1	
	Semi-annualy	Semi-annualy	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
Well 2	Anually	Anually	March		1	
	Semi-annualy	Semi-annualy	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
Well 3	Anually	Anually	March		1	
	Semi-annualy	Semi-annualy	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
Well 4	Anually	Anually	March		1	
	Semi-annualy	Semi-annualy	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
TOTAL FOR YEAR						

2022						
Well	Section	Interval	Sample Month	Cost per Interval	Unit	Cost
Well 1	Anually	Anually	March		1	
	Semi-annualy	Semi-annualy	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
Well 2	Anually	Anually	March		1	
	Semi-annualy	Semi-annualy	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
Well 3	Anually	Anually	March		1	
	Semi-annualy	Semi-annualy	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
Well 4	Anually	Anually	March		1	

	Semi-annually	Semi-annually	March/Sep.		2	
	Quarterly	Quarterly	March/June/Sep./Dec.		4	
TOTAL FOR YEAR						

E. LAKE SILVESTRO MONITORING

2018				
Test	Interval	Cost per Week	Unit	Cost
Bacteriological	Weekly		26	

2019				
Test	Interval	Cost per Week	Unit	Cost
Bacteriological	Weekly		26	

2020				
Test	Interval	Cost per Week	Unit	Cost
Bacteriological	Weekly		26	

2021				
Test	Interval	Cost per Week	Unit	Cost
Bacteriological	Weekly		26	

2022				
Test	Interval	Cost per Week	Unit	Cost
Bacteriological	Weekly		26	

VII. COST PROPOSAL - SUMMARY

	2018	TOTAL FOR YEAR
A. WATER SYSTEM		\$ _____
B. WATER SYSTEM – SIU		\$ _____
C. SEWER SYSTEM		\$ _____
D. LANDFILL MONITORING		\$ _____
E. LAKE SILVESTRO MONITORING		\$ _____
TOTAL 2018		\$ _____

In words _____ dollars
and _____ cents.

2019		TOTAL FOR YEAR
A.	WATER SYSTEM	\$ _____
B.	WATER SYSTEM – SIU	\$ _____
C.	SEWER SYSTEM	\$ _____
D.	LANDFILL MONITORING	\$ _____
E.	LAKE SILVESTRO MONITORING	\$ _____
	TOTAL 2019	\$ _____

In words _____ dollars
and _____ cents.

2020		TOTAL FOR YEAR
A.	WATER SYSTEM	\$ _____
B.	WATER SYSTEM – SIU	\$ _____
C.	SEWER SYSTEM	\$ _____
D.	LANDFILL MONITORING	\$ _____
E.	LAKE SILVESTRO MONITORING	\$ _____
	TOTAL 2020	\$ _____

In words _____ dollars
and _____ cents.

2021		TOTAL FOR YEAR
A.	WATER SYSTEM	\$ _____
B.	WATER SYSTEM – SIU	\$ _____
C.	SEWER SYSTEM	\$ _____
D.	LANDFILL MONITORING	\$ _____
E.	LAKE SILVESTRO MONITORING	\$ _____
	TOTAL 2021	\$ _____

In words _____ dollars
and _____ cents.

2022		TOTAL FOR YEAR
A.	WATER SYSTEM	\$ _____
B.	WATER SYSTEM – SIU	\$ _____
C.	SEWER SYSTEM	\$ _____
D.	LANDFILL MONITORING	\$ _____

E.	LAKE SILVESTRO MONITORING	\$ _____
	TOTAL 2022	\$ _____

In words _____ dollars
and _____ cents.

The Township shall be under no obligation to provide rent, equipment, utilities, telephone, stationery, supplies, clerical staff nor other items generally assumed to be included in the overhead costs of the Contractor’s office. The Township shall not reimburse toll and mileage charges and these reimbursements shall be included in the proposed costs for the services required.

VIII. SELECTION CRITERIA

Criteria used to evaluate qualifications shall include:

- Demonstration of the Bidder’s professional capability to handle projects of a similar type and scope.
- Qualification of Bidder’s personnel assigned to the project.
- Bidder’s ability to perform services in timely manner.
- Demonstrated ability to successfully complete testing within budget and in adherence to NJDEP requirements.
- Cost proposal.

IX. FORM OF CONTRACT

This contract is being issued pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq.

All contracts shall contain the following MANDATORY LANGUAGE.

Mandatory Language:

- “It is hereby agreed that (name of Company) will not undertake the performance and/or provide services which exceed designated Purchase Orders for those services without the express written authorization of the Township.”
- “This contract has been awarded consistent with the requirements of N.J.S.A. 19:44A-20.5 et seq.”
- “During the performance of this contract, the Consultant or Company agrees to comply with all the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 in accordance with attached Exhibit A.”
- The Company agrees to defend, indemnify and save harmless the Township of Greenwich, its officers, agents and servants and each and every one of them against and from all suits and cost of every name and description, and from all damages to which the said Township of Greenwich or any of its officers, agents or servants may be put by reason of injury to the person or property of others resulting from carelessness in the performance of said work, or through the negligence of the Company, or through any act or omission on the part of the said Company, or their agents, servants, employees and/or representatives.

X. SUBMITTALS

A. REQUIRED DOCUMENTATION

ONE of the following three documents must be provided prior to execution of your contract:

- 1. Letter of Federal Affirmative Action Plan Approval**
- 2. Certificate of Employee Information Report**
- 3. Employee Information Report Form AA302**

B. INSURANCE

Applicable insurance certificates must be furnished by the successful contractor naming the Township as an additional insured and certificate holder, prior to commencement of work. Insurance shall include professional liability and comprehensive liability, with minimum coverage in the amount of one million dollars per occurrence.

C. P.L. 1975 c.127 (N.J.A.C.17:27)

D. Mandatory Affirmative Action Language

During the performance of this contract, the contractor agrees to comply with all the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 in accordance with attached Exhibit A.

Each contractor shall submit to the Township after notification of award but prior to execution of contract, one of the following documents:

1. A photocopy of a valid letter that the contractor is operating under a Federally approved or sanctioned affirmative action program; or
2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4.3; or
3. A photocopy of an Employee Report (Form AA302) completed by the contractor in accordance with N.J.A.C. 17:27 -4.3 (goods service professional contracts)

E. New Jersey Business Registration Requirements

In accordance with P. L. 2004 c.57, Bidder should provide with their proposal a Business Registration Certificate issued by the State of New Jersey. Please note that having provided this form to the Township previously does **NOT** exempt you from providing this form with this proposal.

N.J.S.A 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform service for a contractor fulfilling this contract:

1. The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;

2. prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers or attest that none was used; and
3. during the term of this contract, the contractor and its affiliates shall collect and remit, to the director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency pursuant to N.J.S.A. 54:49-4.1. Information on the law and its requirements are available by calling 609-292-9292.

F. Purchase Order Requirements

No work shall be performed, services rendered or material provided by the successful bidder unless a proper purchase order has been issued by the Township of Greenwich in accordance with the Township of Greenwich's "Purchase Procedure". Vouchers shall be submitted in accordance with the Township of Greenwich's ordained Claims Approval Process.

Requests for payment of material or services delivered shall be made on Township of Greenwich vouchers with copies of suppliers invoices attached which shall specify the quantity, description, unit and extended prices of each item delivered. Payments shall not be provided on a frequency less than a monthly basis after services are rendered and vouchers are timely submitted for reviewing and processing.

G. Disclosure of Contributions

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

GREENWICH TOWNSHIP COUNCIL

Phone: (856) 423-1038

Fax: (856) 423-2989

George W. Shivery Jr.
Councilman Joseph L. DiMenna
Councilman William Franklin
Councilman Vince Giovannitti
Councilman Tony Chila

Mayor
President of Council

TOWNSHIP COUNCIL STAFF

Lori Biermann
Robert Schoch
Anthony Zubec
John Daly
Donald Long

Township Clerk
Public Works Supervisor
Utility Foreman
Water System Licensed Operator
Sewer Plant Licensed Operator

WATER AND SEWER PROFESSIONALS

Thomas H. Ward, Esq.

Solicitor

(REVISED 9/07)

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.** as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with **N.J.A.C. 17:27-5.2** or a binding determination of the applicable county employment goals determined by the Division, pursuant to **N.J.A.C. 17:27-5.2**.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability,

nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**

APPENDIX A

SAFE DRINKING WATER PERMIT
(PARAMETERS)

APPENDIX B

WATER DIVERSION PERMIT

APPENDIX C

SIU PERMIT

APPENDIX D
NJPDES PERMIT

APPENDIX E

LANDFILL PERMIT

APPENDIX F

LAKE SILVESTRO PERMIT