

**WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

# Request For Proposal

---

## Laboratory Services

Emmanuel Stuppard

6/28/2018



433 JFK Way  
Willingboro NJ 08046  
609.877.2900

## PUBLIC NOTICE

The Willingboro Municipal Utilities Authority is seeking proposals for applicants for appointment to the following professional position: **Laboratory Services**. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Responses must be received in the Office of the Executive Director, Willingboro Municipal Utilities Authority, 433 John F. Kennedy Way, Willingboro, New Jersey 08046, no later than 11:00 AM, July 13, 2018. All responses shall be opened and read publicly, immediately thereafter by the Executive Director or his representative. Responses will be reviewed by the governing body and all appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the period August 1, 2018 through May 31, 2019 and subject to the execution of an appropriate contract.

Bidders are required to comply with the requirements of NJAC 10:5 – 31 et seq. and NJAC 17:27.

Bid documents may be obtained at the Willingboro Municipal Utilities Authority between the hours 9:00 A.M. and 4:00 P.M. weekdays only or on the Authority website, [www.wmua.info](http://www.wmua.info).

## **PROPOSAL REQUIREMENTS**

The request for qualifications is to include the following and be formatted as follows to assure consistency:

### **Section A. Scope of services**

Perform a variety of analytical tests related to a public water and wastewater system. A sample listing of standardized testing is attached.

Services may include sampling at Willingboro MUA locations or the pickup of samples collected by Willingboro personnel.

### **Section B. Qualifications & Experience**

The laboratory proposing to supply these services must be certified by the New Jersey Department of Environmental Protection.

### **Section C. Resume & Qualifications of Key Personnel**

Key personnel must include the laboratory director and any supervisory personnel who will be assigned to the Willingboro account.

### **Section D. Client Reference List**

The proposing laboratory must submit a list of at least 4 references from current clients.

### **Section E. Conflict of Interest(s)**

This section should disclose any potential conflicts of interest that the firm may have in performing these services for the Willingboro Municipal Utilities Authority.

**Section F. Proposed pricing**, itemized by test. All other charges such as sample pick up must be included.

### **Section G. Insurance and indemnification**

#### **Insurance**

Prior to commencing work under contract, the successful firm shall furnish the Willingboro Municipal Utilities Authority with a certificate of insurance as evidence that it has procured the insurance coverage required herein. A carrier approved by the Willingboro Municipal Utilities Authority must provide the coverage. Firms must give the Willingboro Municipal Utilities Authority a sixty (60) day notice of cancellation, non-renewal, or change in insurance coverage. The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

#### **PROFESSIONAL LIABILITY**

Minimum of \$1,000,000.00 errors and omissions per occurrence to be amended based upon the specific work and values involved.

#### **WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**

- Statutory coverage for New Jersey
- \$100,000.00 Employer's Liability

#### **GENERAL LIABILITY**

Minimum of \$1,000,000 per occurrence to be amended based upon the specific work and values involved. The Willingboro Municipal Utilities Authority shall be named as additional insured with respect to general liability.

### **AUTOMOBILE LIABILITY**

Minimum of \$1,000,000 per occurrence/\$1,000,000 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

### **INDEMNIFICATION**

The selected firm(s) shall defend, indemnify and hold harmless the Willingboro Municipal Utilities Authority; its officers, agents, and employees from any and all claims and costs of any nature. Whether for personal injury, property damage, or other liability arising out of or in any way connected with the firm's acts or omissions under this agreement.

### **Section H. Equal Employment Opportunity Certificate**

All companies responding to this request must provide a copy of the New Jersey certificate of employee information report. Form AA -- 302. In lieu of the New Jersey form the company could supply a letter of federal approval certifying that the company has a federally approved or sanctioned affirmative action program.

### **Miscellaneous**

1. Bids must be enclosed in a sealed envelope bearing the name and address of the bidder on the outside addressed to the Willingboro Municipal Utilities Authority, and **must** be accompanied by a Certified Check, Bid Bond, or Cashiers Check drawn to the order of the Willingboro Municipal Utilities Authority for ten percent (10%) of the total amount bid for one year, provided said security need not be more than \$20,000.00. All bid guarantees shall be accompanied by an executed consent order from an approved surety company, licensed to conduct business in the State of New Jersey, agreeing to furnish the required Performance and Maintenance Bond upon the award of contract.
2. The signed proposal form and bid security must be delivered to the place and or before the hour named above. The accepted bidder must sign the contract within ten (10) days after the Notice of Award or forfeit his bid security. Bid securities will be returned to all but the three (3) apparent lowest responsible bidders. All other bid securities will be returned after awarding and signing of the contract and approval of the Contractors Performance Bond.
3. The Willingboro Municipal Utilities Authority will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to attest to the requirements of this Request for Qualifications. Emphasis should be on completeness and clarity of content.
4. The contents of the proposal submitted by the successful firm(s) and this Request for Qualifications may become part of the contract for these services. The successful firm(s) will be expected to execute said contract with the Willingboro Municipal Utilities Authority.
5. Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 60 days from the date of opening.

6. The Willingboro Municipal Utilities Authority reserves the right to reject any and all proposals received by reason of this Request for Qualifications, or to negotiate separately in any manner necessary to serve the best interests of the Authority. Firms whose proposals are not accepted will be notified in writing.
7. Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement of its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Authority.
8. The selected firm(s) shall be required to comply with the requirements of P.L. 1975, c. 127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of the Agreement.
9. The selected firm(s) shall be required to provide a Business Registration Form(s).
10. The selected firm(s) must provide Proof of Insurance.

The proposal will be independently evaluated on the basis of the criteria listed below:

Proven record of experience, including referrals, in providing the type of services detailed herein

- Ability to provide services in a timely manner.
- Personnel qualifications.
- Understanding of the services requested (including completeness and clarity of submission), and qualitative nature of the services proposed.
- Price of testing.

No.	Estimated Quantity	Matrix	Analysis	Unit Price	Total Price
1	5	MISC	SAMPLE PICKUP (other than included weekly pickup)		
2	25	MISC	SAMPLE COLLECTION SERVICES (Field Services – per hour)		
<b>WASTEWATER TESTING</b>					
3	4	WASTEWATER	OIL & GREASE VIA 1664		
4	52	WASTEWATER	TOTAL PHOSPHORUS		
5	2	WASTEWATER	ACUTE BIOASSAY - PIMEPHALES		
6	2	WASTEWATER	CHRONIC BIOASSAY-CERIODAPHNIA		
7	2	WASTEWATER	NITRATES		
8	2	WASTEWATER	VOC'S W/ AC/AC VIA 624		
9	2	WASTEWATER	AEBN DSW VIA 625		
10	2	WASTEWATER	PEST/PCB'S DSW VIA 608		
11	2	WASTEWATER	DIOXIN SCREEN VIA 625		
12	2	WASTEWATER	TOTAL CYANIDE		
13	4	WASTEWATER	15 METALS (SEE LIST IN COMMENTS)		
14	2	WASTEWATER	MERCURY		
15	10	WASTEWATER	E.COLI (MISCELLANOUS TESTING ON EFF A NEED BE BASIS)		
16	2	WASTEWATER	PCB CONGENERS VIA 1668A		
17	2	WASTEWATER	PCB CONGENER FIELD BLANKS		
18	2	WASTEWATER	CONGENER SAMPLING FEE (DRY WEATHER)		
19	2	WASTEWATER	CONGENER SHIPPING CHARGE		
20	10	WASTEWATER	TSS (MISCELLANEOUS TESTING ON INF/EFF A NEED BE BASIS)		
21	52	WASTEWATER	BOD		
22	52	WASTEWATER	AMMONIA NITROGEN		
23	2	WASTEWATER	BIS(2-ETHYLHEXYL)PHTHALATE VIA EPA 625		
<b>SLUDGE TESTING</b>					
24	12	SLUDGE	NJ SQAR TABLE 1		
25	1	SLUDGE	NJ SQAR TABLE 2-6		
<b>DRINKING WATER TESTING</b>					
26	16	WATER	THM'S		
27	16	WATER	HAA'S		
28	1	WATER	IRON		
29	1	WATER	MANGANESE		
30	30	WATER	LEAD		
31	30	WATER	COPPER		
32	5	WATER	PRIMARY INORGANICS		
33	5	WATER	SECONDARY INORGANICS		
34	7	WATER	VOC'S VIA 524.2		
35	4	WATER	NITRATES		
36	1	WATER	ASBESTOS (2021)		

37	0	WATER	RADIUM 226 (WELL 5A)		
38	0	WATER	RADIUM 228 (WELL 5A)		
39	0	WATER	URANIUM (WELL 5A)		
40	0	WATER	GROSS ALPHA (WELL 5A)		
41	11	WATER	CHLORIDE		
42	10	WATER	SULFATE		
43	10	WATER	CONDUCTIVITY		
44	20	WATER	LANGELIER SI		

COMMENTS: WASTEWATER METALS

ANTIMONY  
 ARSENIC  
 BARIUM  
 BERYLLIUM  
 CADMIUM  
 CHROMIUM  
 COPPER  
 LEAD  
 MANGANESE  
 NICKEL  
 SELENIUM  
 SILVER  
 THALLIUM  
 ZINC  
 MERCURY

\*\*\*\*\* Not mandated during contract term, possible investigative analyses