

NORTH READING PUBLIC SCHOOLS

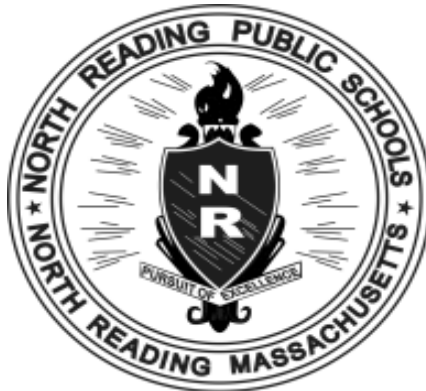
NORTH READING MIDDLE AND HIGH SCHOOL
WASTEWATER TREATMENT FACILITY

CONTRACT OPERATION AND MAINTENANCE SERVICES

REQUEST FOR PROPOSAL

DUE FEBRUARY 14, 2020

RFP No. 20-02



**REQUEST FOR PROPOSAL
FOR A QUALIFIED FIRM FOR OPERATION AND MAINTENANCE SERVICES FOR THE
MIDDLE AND HIGH SCHOOL WASTEWATER TREATMENT PLANT AND ASSOCIATED
FACILITIES
IN NORTH READING, MASSACHUSETTS**

I. RFP SUBMISSION REQUIREMENTS

Sealed proposals will be received North Reading Public Schools Finance Office, 189 Park Street, North Reading, MA 01864 **until 10:00 AM, on Friday, February 14, 2020** for furnishing the following to the North Reading Public Schools:

In accordance with Groundwater Discharge Permit No. 931-1 issued to the School Department of North Reading and 314 Code of Massachusetts Regulations (CMR) 20.00; 314 CMR 12.00, 257 CMR 2.00, the School Department is soliciting the services for the operation and maintenance of a Membrane Bioreactor (MBR) Wastewater Treatment Facility for the High School and Middle School in the North Reading Public Schools by a Chief Certified Grade 4 Operator and Backup Certified Grade 3 Operator, capable of operating the installed system in a manner that ensures proper operation. The facility is designed for a maximum flow of 17,500 gpd and will typically see normal flow when the school is in session; September through June, Monday through Friday. The facility includes biological treatment using dual trash traps, flow equalization, mechanical bar screen, pre-anoxic stage, aeration stage, post tertiary anoxic reactor, membrane stage, permeate tank, turbidity monitoring, UV disinfection, final effluent dosing to leaching field and standby generator. Services will include, but not being limited to, normal operation and preventative maintenance, emergency operation and response program, daily inspections of all equipment, and maintaining daily logs of activities.

Copies of the Request for Proposal (RFP) may be obtained after Wednesday, January 22, 2020 from 9:00AM to 4:00PM Monday through Friday, at the North Reading Public Schools Finance Office, 189 Park Street, North Reading, MA 01864. Proposers may also access the RFP on the North Reading Public School website: <https://www.north-reading.k12.ma.us/district/business-office/pages/bids-and-contracts>.

The documents may be viewed at the North Reading Public Schools Finance Office, 189 Park Street, North Reading, MA 01864, from 9 AM to 3 PM on business days.

A pre-bid conference will be held on **Tuesday, February 4, 2020 at 10:00AM** at the Superintendent's Conference Room at the North Reading Middle School/High School Campus, 189 Park Street, North Reading, MA 01864. Proposers are strongly encouraged to attend.

Following the pre-bid meeting proposers will have the opportunity to tour the Waste Water Treatment Facility.

Questions concerning the RFP must be submitted in writing by **4:00PM on Friday, February 7, 2020** to Michael Connelly, Director of Finance and Operations, at 189 Park Street, North Reading, MA 01864, by FAX 978-664-0252 or through e-mail to mconnelly@nrpsk12.org. Answers will be sent, via addendum, to all firms who received this RFP through the North Reading Public School Finance Office. Every interpretation made to a proposer will be in the form of an addendum, which if issued, will be sent as promptly as is practicable to all persons to whom the RFP has been issued by the School Department. All such addenda will become part of the RFP documents. Failure to send, or of any proposer to receive, any such interpretation will not relieve any proposer from any obligation under the proposal as submitted.

Firms must be an Equal Opportunity Employer.

The North Reading Public Schools reserves the right to reject any or all proposals, waive minor informality in the proposal process, and accept the proposal deemed in the best interest of the North Reading Public Schools and/or the Town of North Reading. .

Firms must bear all costs associated with their submittals including preparation, copying, postage, and delivery costs. The School Department will not be responsible for any costs or expenses incurred by Firms responding to this RFP.

In One Sealed Envelope: Include one original and four (4) copies of the Technical proposal marked "Technical Proposal 20-02 Contract Operation and Maintenance Services – School WWTF".

In One Sealed Envelope: Include one (1) original price proposals marked "**Price Proposal 20-02 Contract Operation and Maintenance Services – School WWTF**".

Proposals must be received by the Director of Finance and Operations, 189 Park Street, North Reading, MA, 01864 prior to the submission deadline. Any proposals received after such time will not be accepted, unless the date and time has been changed by addendum. Delivery to any other department or office does not constitute compliance with this requirement. No proposal received after the time established for the receipt of proposals will be considered, regardless of the cause of delay in the receipt of any such proposal. Firms are cautioned to allow ample time for transmittal of proposals by mail or otherwise.

Modification of a proposal already submitted must be made in the manner and within the same period as limited in the original timeframes. Any proposal may be withdrawn prior to the hour fixed for the receipt of proposals.

No proposal may be withdrawn for a period of sixty (60) days following the date set for the receipt of proposals.

This work is being solicited under Chapter 30B of Massachusetts General Laws.

The North Reading Public Schools is currently under contract with Martinage Engineering Associates, Inc. They are responsible to provide professional engineer, compliance monitoring and operational consulting services of the WWTF. It is the intent of the RFP process to select a firm to provide separate contract operation and maintenance for the WWTF.

KEY DATES FOR THIS REQUEST FOR PROPOSALS

RFP Issued	Wednesday, January 22, 2020, 9:00 AM
Pre-proposal Conference	Tuesday, February 4, 2020, 10:00 AM
Deadline for submitting questions	Friday, February 7, 2020, 4:00 PM
Proposals due	Friday, February 14, 2020 10:00 AM
Anticipated Contract Award	March 1-March 31 2020
Services Commence	July 1, 2020

II. BACKGROUND

North Reading Public Schools has an existing 17,500 gallon per day Membrane Bioreactor (MBR) Wastewater Treatment Plant to service the North Reading Middle & High School complex. The WWTF went into operation in August of 2014 to serve the wastewater discharges from the High School/Middle School complex.

Several documents, related to the design, construction, and permitting of the WWTF, are included with this RFP. They include:

- Appendix A – North Reading Middle & High School Proposed Wastewater Treatment Plant Engineering Report
- Appendix B – Selected Design Plans for the WWTF
- Appendix C – Selected Specifications for the WWTF
- Appendix D – North Reading Groundwater Permit 931-1
- Appendix E – North Reading High School WWTF Operation and Maintenance Manual

- Appendix F – Recommended Daily Operations Table A
- Appendix G –The Most Recent Daily Monitoring Report for the operation of the facility
- Appendix H- MA Prevailing Wage Schedule

Failure of any firm to familiarize itself with the facilities and information shall in no way relieve the firm of its obligation with respect to its proposal.

III. SCOPE OF SERVICES

The contract operation and maintenance services will satisfy the requirements of the current DEP Discharge Permit No. 931-1, for compliance monitoring. Contract Operator hereafter referred to as Firm will be asked to use their experience and knowledge to assist North Reading in the following areas:

1. Sign and submit any required updates to the O&M manual as necessary to comply with regulatory requirements.
2. Completion of a staffing plan and necessary updates as required in compliance with regulatory requirements. Staffing of the WWTP with employees who have met the certification requirements of the State of Massachusetts of Grade 4M or higher is required. It is anticipated that to meet the scope of work operator coverage of approximately ten hours per week shall be sufficient and included in the base bid. Daily hours shall be logged into the log book each day by the successful contractor.
3. Provision of full service operation and maintenance services as required to operate the facilities in compliance with all legal and regulatory requirements.
4. Completion of daily monitoring reports, checklists and other facility requirements in accordance with the operation and maintenance manual.
5. Daily observation of North Reading Public School's WWTF. A detailed list of testing and observations to be conducted by the Firm is attached as Appendix E. Firms shall clearly identify exceptions and modifications in their Proposals.
6. Collection and analysis of daily (monthly are performed by others) and process control water quality samples in conformance with the School Department's groundwater discharge permit.
7. Preparation and submittal of written monthly reports of operations and maintenance (both preventive and corrective), daily monitoring reports and quarterly reports detailing

plant maintenance activities and expenditures. Completion and submittal of Daily Monitoring Reports to the School Department and Engineer.

8. Monthly report summarizing major activities performed and process control changes made. Assessment of the condition of the facilities and recommendations for replacements and improvements.
9. Assistance with regulatory interactions. Provide staff to assist the School Department in the completion of annual inspections performed by regulatory agencies.
10. Coordination with the School Department's WWTF Engineer and Compliance Monitoring Firm (Martinage Engineering Associates, Inc.) relative to their duties and activities and other contracted service providers at the facility. Includes residuals management providers and supply vendors.
11. Adequate staffing of the facilities with personnel qualified in technical, laboratory and administrative/management issues to satisfy regulatory requirements and provide O&M services in a responsible, professional manner.
12. Preparation of a list detailing required spare parts, materials, and chemicals required on-site at the time of start-up.
13. On-going professional safety and quality training programs for plant personnel in operations and maintenance procedures, management, laboratory and process control.
14. Emergency work requiring shutdown shall be accomplished in the minimum time possible.
15. The contractor is expected to assist the School Department in maintaining all WWTF warranties and guarantees.
16. Emergency service, including overtime service, shall be included. Such service may be required in order to keep the system in proper operation must be provided at any time, within two (2) hours.
17. The Town of North Reading is currently in the process of exploring the feasibility of adding existing Town Buildings located near North Reading Middle School / High School including the Public Safety buildings and Senior Housing to become part of the general groundwater discharge permit (No. 931-1) for the plant. This potential project is in the early stages of researching the feasibility and design and if approved by vote of Town Meeting it would not be expected that this would become part of this plants daily flow and operation until the summer of 2021 (year 2 of this proposed contract or later) at the earliest. Please note that there is the potential that this would be added during the proposed three year contract included in this request for proposal resulting in increased daily flow at the plant.

IV. QUALIFICATIONS

The Firm should be an organization/team with a range of capabilities talents to assist North Reading in the operation of its WWTF. The selected Firm shall provide full service operation, maintenance, repair, management, and process control of the system in compliance with the Permit and all other legal and regulatory requirements. Qualifications shall include extensive knowledge of the best and most appropriate management and O&M strategies as well as possessing appropriate Occupational Health and Safety Administration certifications and training. Firms interested in being selected shall have the qualifications listed below which are specific to the tasks being performed.

Specific requirements of the desired firm and **individuals working** on this project are as follows:

1. Relevant project experience and knowledge of small publicly owned wastewater treatment with groundwater disposal systems similar to the North Reading Middle and High School WWTF.
2. Demonstrated knowledge of and experience in the permitting, testing, and operation and maintenance for wastewater treatment facilities.
3. Demonstrated experience with groundwater disposal practices and permitting.
4. Demonstrated ability to assess the operation and condition of process and mechanical systems. Personnel with specific expertise in operation and maintenance of wastewater process equipment, including membrane filtration, electrical systems and SCADA equipment. Daily Operator assigned to this facility must have specific experience with a Bio process H₂O membrane filtration system or equal (critical).
5. Demonstrated experience with operation and maintenance of activated sludge and membrane filtration specifically with bioprocess H₂O bio pulse membrane bioreactor wastewater treatment systems.
6. Demonstrated experience of personnel to complete routine operation and maintenance of a membrane filtration waste water treatment services as required and outlined in the Bio Process Operations and Maintenance Manual/specifications shown in Appendix E.
7. Ability to provide 24-hour, 7-day per week, on-call response services.
8. Demonstrated ability to coordinate work with Owner, Owner's service suppliers, and Owner's Engineer.
9. Demonstrated ability to interact with regulatory agencies.

10. Adequate staffing of the facilities with personnel qualified in technical, laboratory, and administrative/management issues to satisfy regulatory requirements and provide O&M services in a responsible, professional manner.

V. SELECTION

The selection committee will review submittals received in response to this RFQ and rank the firms in order of their qualifications relative to the various identified tasks. The selection committee's intent is to rank the firms without interviews. However, the selection committee reserves the right to interview.

The minimum evaluation criteria are the standards that will be used to evaluate the proposers minimum qualifications necessary to complete the work described herein. The minimum standards for this proposal are:

1. The Firm must have at least five continuous years providing the contract operation and maintenance services for similar facilities.
2. The Firm must be currently providing similar services to at least three similar size and treatment technologies. Firm must be currently under contract to provide operation and maintenance services to wastewater systems in the State of Massachusetts.
3. The Firm must provide adequate licensed personnel to provide the services described herein. Firm shall have staff and backup staff with the appropriate grade of wastewater treatment plant operator. The supervisory person assigned to the School Department shall hold a minimum of a grade 4 Massachusetts Wastewater Operator (Municipal) license. Backup operator shall hold a minimum of a grade 3 license.
4. The Firm can provide staff on-site within a two hour notification period. Notifications can include alarms or as required by the Owner.
5. The Firm can provide response to all alarms via auto-dialer and SCADA telecommunications equipment.
6. Contractor must demonstrate adequate financial capability to perform the work outlined herein.

Comparative Criteria for Selection of Finalists

The relative merits of each submittal will be evaluated using the following comparative criteria.

1. Firm's experience on similar projects best illustrating current qualifications for this project.
2. Identity, background, experience, and qualifications of the persons who will work on this project.
3. Involvement of persons assigned to this project in other ongoing projects listed in Firm's experience.
4. Depth of Firm with respect to size and complexity of the project.
5. Past performance on projects.
6. Working relationship with Regulatory Agencies.
7. Working relationship with the School Department.
8. Financial stability.
9. Current workload with other similar projects.
10. Geographical location of the Firm with respect to the proposed project.

Failure to submit qualifications in accordance with the instructions in this RFP may disqualify a firm from any further consideration in the evaluation process. The School Department reserves the right to reject any and all submittals that fail to meet any material term, condition, or requirement of procedure.

Each requirement of the Technical Proposal will be evaluated as:

Highly Advantageous
Advantageous
Non-Advantageous
Unacceptable

After ranking, the School Department will open the fee proposals and make the selection based upon the qualifications and the overall costs within the School Department's budget for the project.

VI. SUBMITTAL

The submittal shall contain the following information and be concise. Firms shall endeavor to limit standardized business content and the technical proposal should not exceed fifteen pages

double-sided printed (30 sides) using an eleven pitch font or greater, including resumes, excluding items 9 through 14 below.

Technical Proposal

1. Project title and location.
2. Name of Firm, type of organization (Proprietorship, Partnership, Corporation, etc.), principal business of this Firm and principal specializations, address, year established, and location of principal office.
3. The proposal must clearly identify the Principal-in-Charge and the Project Manager, and outline the experience that these individuals have had implementing and managing contract operations projects, wastewater treatment, and facilities similar to the North Reading Middle & High School WWTF. The proposal should also identify the proposed assigned Daily Operator and his/her experience relevant to the type of plant and process methodology. The identified Daily Operator is expected to be assigned to perform the duties on a regular basis. The current assignments of the assigned Daily Operator of this project must be included. Changes to the personnel identified herein require prior approval of the North Reading Public Schools. Resumes of these individuals should be included and their positions will be identified on a project organizational chart. A description of resources available to support contract operations (e.g., safety and training officers, maintenance and technical, etc.). Describe the capabilities of the technical support team that will support this project.
4. Provide a detailed description of the company including contract operations capabilities as well as in-house engineering support.
5. The Firm must identify any sub-consultants it expects to use on the project and describe their role. The Firm will be considered the prime contractor and will be fully responsible for the performance of any task and the final product, including the timeliness of work performed by the sub-consultant. Include resumes.
6. The proposal must contain a project approach, describing the manner in which the contractor proposes to provide the services outlined in this Request for Proposals including those found in Appendix D (Ground Water Discharge Permit 931-0) Any discussion of the project approach must, at a minimum, cover the following general topics:
 - a. Staffing
 - i. Proposed staffing plan, including shift coverage, hours of operation, job classifications.

- ii. Specialists that will be employed.
 - b. Start-up and Training
 - i. Proposed procedure and timetable for assuming operation and maintenance of the facilities. Describe the resources that will be committed to the transition and the associated costs.
 - c. Accounting
 - i. A description of accounting methods, accounting reports to be provided to the School Department, and monthly billing procedures.
 - d. Operation and Maintenance
 - i. A plan for operation and maintenance of the facilities, including employee training.
 - ii. A proposed procedure for interfacing with the School Department regarding day-to-day operations, contingency planning, regulatory agency involvement and emergency maintenance expenditures including for the collection system.
- 7. Recent projects best illustrating current qualifications for this project. List projects by name, location, description of project, description of your firm's scope of services, project cost, start date, completion date, and client's representative and telephone number. At a minimum provide a list of facilities (minimum 3) similar in size and complexity as the Middle & High School's facilities where the contractor is providing full contract O&M services. For each plant, provide the type and size of the plant, the term of the contract, the names of the contractor's employees providing services to the facility, and the name and phone number of the client's contact person.
- 8. Additional information or description of resources supporting your Firm's qualifications for this Project.
- 9. Professional liability insurance. List the name of company, limits of coverage, policy number, and expiration date. Such insurance policy shall be maintained with an insurance company authorized to do business in the state of Massachusetts and reasonably acceptable to the School Department.
- 10. Signed certificate of non-collusion included with submittal.
- 11. Signed enclosed tax compliance certification must be signed and returned with the proposal.
- 12. The RFP must be signed as follow: 1) if the Firm is an individual, by her/him personally; 2) if the Firm is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the Firm is a corporation, by the authorized officer, and

be accompanied by a copy of this corporate vote granting said authority, certified by the clerk of said corporation.

13. Firm's standard contract terms and conditions to be used for this project including any terms and conditions required by the School Department through this RFP.
14. A detailed description of any litigation or fines brought against the contractor within the last five years by an owner, and any enforcement actions or penalties assessed by any regulatory agency having jurisdiction over permit compliance, worker health and safety, labor laws, affirmative action, etc. related to the services provided under this RFP. This applies to any action against the Firm or the clients served by the contractor in cases where the action arises out of the contractor's actions or omissions.

Price Proposal

1. Complete and submit required form.
2. Provision of Certificate of Liability and Property Damage Insurance in the amount of \$1,000,000 each occurrence; \$2,000,000 aggregate; naming the School Department of North Reading as additional insured. Upon award of the contract, the selected Contractor shall furnish insurance certificates reflecting such coverage. Coverage as required by the Worker's Compensation laws of the Commonwealth of Massachusetts, MGL c. 149, § 34A, and c.152 as amended, including statutory lines.
3. Payment of regulatory fines and penalties assessed against North Reading Public Schools and/or the Contractor for non-compliance resulting from the negligent actions, or lack of action, of the Contractor over the term of the contract.
4. The pricing structure that identifies the price of the services for each year of the contract, subject to change due only to revisions in the Scope of Services.

VII. GENERAL CONDITIONS

- A. The Contract of the parties includes the Request for Proposals, Instructions to Bidders, General Conditions, Specifications, Forms, Advertisements, and Purchase Order. The intent of these documents is to include all labor, equipment, materials and services necessary to properly execute the work and to cover the terms and conditions for payment thereof. These documents are to be considered as one, whatever is called for by one, shall be as binding as if called for by all. Any questions as to the scope of services listed in the specifications shall be brought to the attention of the Owner immediately for clarification by addenda during the proposal period. Failure to do so will not relieve the Contractor from any obligation under his proposal as submitted.
- B. The contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. The RFP must comply with all Federal, State, and municipal laws, ordinances, rules and/or regulations.

- C. The successful Firm will be required to submit to criminal reference checks - Massachusetts *Criminal Offender Record Information (CORI)* on all personnel assigned to the project. All personnel employed by the successful proposal will have an approved reference performed by the North Reading Public Schools. No individual will be permitted to begin work prior to the completion of the CORI check. The successful firm must also abide by the fingerprinting law requirements as required by the North Reading Public Schools and state law.
- D. By submission of a proposal package, the Firm agrees to ensure that the work is assigned to the personnel and subcontractors identified in the RFP. In no event will the Firm be allowed to replace personnel or subcontractors identified in the RFP unless the School Department makes a prior determination that the qualifications of the replacement are equal to or exceed those of the individual or subcontractor being replaced.
- E. The successful Firms will not be permitted to assign or underlet the contract, nor assign either legal or equitably, any monies hereunder, or its claim thereto, without the previous written consent of the School Department.
- F. The selected Firm will be required to sign a contract negotiated with the School Department in which he/she accepts responsibility for the performance of services and be prepared to commence work immediately upon execution of a signed contract. For purposes of the Contract issued as a result of this RFP process, the School Department (Owner) of the WWTF is the North Reading Public School District.
- G. All material submitted shall become the property of the School Department and may be disposed of without notification, and shall be considered public information.

MASSACHUSETTS SALES TAX EXEMPTION

The School Department of North Reading is an exempt purchaser under the Sales Act, Chapter 14 of 1966 to the extent that materials and supplies are used or incorporated in the Contract.

VIII. COMPLIANCE WITH LAWS

The Successful Bidder shall comply with all provisions of Federal, Massachusetts and local law applicable to his work including, without limitation, statutes, by-laws, rules, regulations, orders and directives, as amended, and including, without limitation, the Williams-Steiger Occupational Safety and Health Act, as amended, and related regulations, as amended, in effect throughout the term of this Lease and any extension or renewal thereof. Without limitation, the Successful Bidder shall comply, to the extent applicable, with the provisions of Chapter 149, Section 26 to 27D of the Massachusetts General Laws (M.G.L.), as amended. Any Contract shall be considered to include in their entirety all terms respecting workers' compensation insurance and other terms required to be included in it by Chapter 152 of the Massachusetts General Laws, as amended, and any other laws, as though such terms were set forth in their entirety herein.

IX. INSURANCE

The Successful Bidder shall keep in force throughout the term of the Contract and any extension or renewal thereof the amount of insurance described in the Contract which is a part of this IFB and is incorporated herein by reference. Without limitation of other requirements of this IFB, no Contract shall be entered into by the parties unless the successful Bidder complies with all applicable insurance requirements, including, without limitation, the requirement to submit endorsements or riders which include the required language concerning notice of cancellation or amendment of any and all insurance policies required under the Contract, and which include the required language mandating that the District shall be named as an additional insured on the required policies of commercial general liability insurance, automobile liability insurance, and excess liability insurance, umbrella form.

X. INDEMNIFICATION

The Successful Bidder shall assume the indemnification responsibilities described in the Contract which is a part of this IFB and is incorporated herein by reference.

XI. USE OF ALCOHOL AND CONTROLLED SUBSTANCES PROHIBITED

The use of alcoholic beverages, narcotics, and mood altering substances, except for current valid, legal prescriptions, by any officer, employee, agent, or representative of the Successful Bidder is prohibited on District property which is the subject matter of this IFB and during all hours of work under any contract with the District. If any officer, employee, agent, or representative of the Successful Bidder violates the foregoing provision, the District shall have the right to order that such officer, employee, agent, or representative of the Successful Bidder shall not be permitted to return to work under any contract with the District. Under such circumstances, the Successful Bidder shall promptly remove the subject officer, employee, agent, or representative from the job site and shall not permit the subject officer, employee, agent, or representative to perform further work in conjunction with any contract with the District.

XII. NO SMOKING/USE OF TOBACCO PRODUCTS

Pursuant to M.G.L. c. 270, §22, the Commonwealth of Massachusetts Smoke free Workplace Law, the Successful Bidder, its officers, employees, agents, and representatives shall refrain from smoking and from using tobacco products in any public building.

PRICE PROPOSAL FORM

(Submit in Separate Envelope - Page 1 of 4)

The contract for CONTRACT OPERATION AND MAINTENANCE SERVICES shall be for a period of three years (36) months beginning on or about July 1, 2020 and ending June 30, 2023. The contract shall be renewed at the School Department's discretion, on an annual basis or a new contract with another Contractor Operator shall take over responsibility for the WWTF and submitted to DEP for approval.

The cost proposal shall identify any and all terms, conditions, and limitations associated with the Scope of Services, based on design and capabilities of the facilities. The cost proposal shall contain an annual budget, in 2020 dollars, under the following categories.

COSTS INCLUDED IN CONTRACT

Personnel Services - including salaries, wages, overtime, unemployment compensation, sick leave, medical plans, life insurance, retirement contributions, educational assistance, etc. for on-site staff.

Technical and management support costs including labor and expenses for technical, engineering and management support that is required to implement the Scope of Services outlined this RFP.

Equipment – appropriate office, laboratory, safety, testing and maintenance equipment, tools, required to perform the services described herein.

On-site process control and laboratory supplies - including spare parts and expendables.

Preventive and minor corrective maintenance and repairs - including but not limited to repair/replacement of equipment, housekeeping of the facility interior, minor replacement parts, spare parts, maintenance supplies, etc. Firm shall budget according to their understanding of the WWTF or carry a minimum annual cost of \$1,000 in their base fee.

The School Department will be responsible for the following costs related to the routine operation and maintenance of the WWTF. Damage to School Department's facilities caused by Firm beyond ordinary wear and tear will be repaired at no Cost to the School Department. If not identified hereafter the Firm is responsible for carrying the costs in their base price proposal.

- Chemicals - including all chemicals for the treatment process
- Outside services - including, but not limited to, sludge removal/disposal.
- Non-daily permit compliance monitoring of the influent and effluent from the WWTF.

PRICE PROPOSAL FORM

(Submit in Separate Envelope - Page 2 of 4)

- Electricity and telecommunications costs associated with the WWTF.
- Grounds keeping, snow removal from roadways (Firm will be required to perform minor snow removal associated with access to the interior of the facility) and external building maintenance.

The Price Proposal shall include all labor, materials, equipment, tools, insurance, postage, printing, travel and all other necessary expenses to fulfill the requirements of this proposal within the required time. It shall also include all preventative maintenance to the facility as identified herein. It is anticipated that the contract will be a combination of monthly lump sum payments for the standard operation and maintenance requirements. Additional costs related to emergency call backs and non-routine maintenance will be at the rates identified herein. Costs for non-labor items related to non-routine activities will be as provided on Page 4 of this form or where pricing is not established, as agreed to by the Owner. Price Proposals will not be opened and disclosed until after the evaluation of the Technical Proposals.

The undersigned proposes to furnish Request for Proposal for Contract Operation and Maintenance Services, to meet the Specifications as set forth in the document entitled, "Request for Proposals" due February 14, 2020 for the North Reading Middle & High School Wastewater Treatment Plant for the following Contract Price:

Year 1: July 1, 2020 through June 30, 2021

\$ _____

Year 2: July 1, 2021 through June 30, 2022

\$ _____

Year 3: July 1, 2022 through June 30, 2023

\$ _____

Total Price

\$

PRICE PROPOSAL FORM
(Submit in Separate Envelope - Page 3 of 4)

The WWTF has been in operation since August 2014 it is anticipated that non-routine maintenance will be minimal for a facility of this age and condition. Additionally the facility is currently serviced by an alarm auto-dialer. The WWTF includes a telecommunications link to allow personnel access to the SCADA system from off-site via web access. The SCADA access is anticipated to eliminate on-site response as a result of nuisance/non-emergency alarms. At this time, firms shall assume 4 emergency calls per month. Firms will only be paid for those alarms it receives and provides on-site personnel. **Payments for emergency services will only be made for those that require immediate attention. Payments will only be made for the actual time required to address the emergency not including travel time. All hours associated with emergency services must be well documented and included on invoices.** Provide pricing under each scenario. Auto-dialer and SCADA call costs include response, telecommunications access, and travel time.

	July 1, 2020 through June 30, 2021	July 1, 2021 through June 30, 2022	July 1, 2022 through June 30, 2023
Alarm Response for on-site personnel visit -			
Price per event	\$ _____ Fixed Price	\$ _____ Fixed Price	\$ _____ Fixed Price

Determination of the applicability of the Massachusetts Prevailing Wage statutes to any party performing specific work assignments directed herein shall rest solely upon the Firm. Inclusion of the Schedule of Rates in this RFP is informational for firms; the School Department does anticipate that certain work assignments will require certain tradespersons be paid the applicable Prevailing Wage. Wage reports are to be submitted to the School Department as required by law when workers perform tasks where prevailing wage applies to work as performed. Firm shall notify the School Department should an updated wage schedule be required for determining applicable wages to be paid for covered work that is to be performed under this RFP. **Firms will be required to notify the School Department within 24 hours of response to any call-back via email.**

PRICE PROPOSAL FORM
(Submit in Separate Envelope - Page 4 of 4)

The WWTF is anticipated to require very minimal major equipment replacement or repair. Firms shall identify labor and equipment costs associated with major maintenance that may be required during the life of the Contract. Costs presented shall be inclusive of all tools, equipment, travel, etc. associated with providing the personnel identified below. Costs of replacement parts shall be at cost plus the mark-up identified below, as agreed to by Owner.

	July 1, 2020 through June 30, 2021	July 1, 2021 through June 30, 2022	July 1, 2022 through June 30, 2023
Technician	\$ _____ Fixed Hourly Rate	\$ _____ Fixed Hourly Rate	\$ _____ Fixed Hourly Rate
Instrumentation/ Electrician Specialist	\$ _____ Fixed Hourly Rate	\$ _____ Fixed Hourly Rate	\$ _____ Fixed Hourly Rate

Replacement Part/Equipment Mark-up: _____

SIGNATURE _____

NAME _____

COMPANY _____

ADDRESS _____

Telephone/Fax _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity. The undersigned further certified under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of Section 29F of chapter 29, or any other applicable debarment provisions of any other chapter of General Laws or any rule or regulation promulgated thereunder.

Date: _____

(Signature of Firm)

By: _____
Title/Name of Individual Signing Proposal

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, S49A, I certify under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all Laws of the Commonwealth relating to taxes.

Name of Person Signing Proposal

Name of Business

Contact Person: