

STATE OF NEW HAMPSHIRE
Department of Administrative Services
Division of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Date: October 29, 2019

NOTICE OF CONTRACT

COMMODITY: Underground Storage Tank Testing Services

CONTRACT NO.: 8002402

NIGP: 926-9100

VENDOR: Spiller Tank Services, LLC
d/b/a Tank Testing Services of New England
d/b/a Affordable Tank Services
51 Silkwood Avenue D2
Belmont, NH 03220

VENDOR #: 207308

CONTACT PERSON(S): James Spiller
Tel. No.: 603-527-8202
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sales@atsnh.net

EFFECTIVE FROM: November 1, 2018 through October 31, 2021

PRODUCTS & PRICING: See attached sheets

PAYMENT & TERMS: Payments shall be made via ACH. Orders charged upon completion of services.

Contractor shall be paid within 30 days.

INVOICING & PAYMENTS: Invoices shall be submitted after completion of work to the requesting agency. Payment shall be paid in full within thirty (30) days after receipt of invoice and acceptance of the work to the State's satisfaction.

F.O.B.: F.O.B. Destination to any location within the State of New Hampshire

SCOPE OF WORK:

The Contractor shall work on an on-call basis and shall be available to provide work schedules to the State within five (5) business days of the request and test equipment as outlined in Sections 02101 through 02103 within fifteen (15) days of this request.

All work performed under this Contract shall be conducted in accordance with the State of New Hampshire, Department of Environmental Services ("NHDES") Underground Storage Tank Facilities (Env-Or 400), Recovery of Gasoline Vapors (Env-Or 500), and other applicable Federal and State regulations (or latest versions). All tasks described herein shall be completed by International Code Council ("ICC") certified testers, as appropriate. The Contractor shall provide a list of all certifications and certified personnel (name, ICC#, etc.) intended to work under this Contract for approval by the State. Only personnel on the State approved list can perform work. New personnel and sub-contractors can be added to the approved list only with prior written approval by the State.

The Contractor shall submit to the State a written health and safety program manual within twenty-one (21) days of notification of award. This program manual shall include, but not necessarily limited to, company safety policies, safe work practices, emergency procedures and contact information, standard forms and checklists, and recent company safety statistics. These statistics shall include the Contractor's most recent Experience Modification Rate ("EMR") and Total Recordable Incident Rate ("TRIR").

If the Contractor's reported EMR or TRIR are significantly higher than industry averages, the State reserves the right to require the Contractor submit additional safety information or put additional safety procedures in place while working on State projects.

In addition, the Contractor shall prepare a project specific site Health and Safety Plan ("HASP"). When applicable, the HASP shall be prepared in accordance with Occupational Safety and Health Administration ("OSHA") requirements. The plan shall include all State site specific safety policies and procedures. All Contractor site personnel will be required to read and sign the HASP. The plan shall include, but not be limited to, the following:

- All applicable safety rules and regulations;
- Site and task specific emergency procedures; and
- The use of equipment and procedures for testing to ensure a vapor-free working environment.

The Contractor shall conduct and document daily safety meetings. Safety rules may not cover every job situation. Good judgment by the Contractor will dictate any additional precautions as necessary.

The Contractor shall be knowledgeable in the mechanical and electrical operation of fuel transfer and dispensing equipment and be responsible for taking appropriate safety precautions before beginning any work on fuel systems include but not limited to the following fire code requirements:

- Shut off all electrical power to dispensing devices, the pump servicing the dispenser, and to all associated control circuits at the main electrical disconnect;
- Close the emergency shutoff valve for the product line below the dispense;
- Relieve the pressure on the dispenser by depressing the nozzle trigger and emptying residual hose contents into a safety container; and
- Prevent all vehicle traffic and unauthorized persons from coming within twenty (20) feet of the dispensing device(s).

The Contractor shall provide, erect, and maintain all necessary barricades for safety and protection of pedestrian and vehicular traffic during construction involving excavations, holes, electrical equipment, pumps, piping, tanks, etc.

The Contractor shall be responsible for the removal of any waste products generated during the testing process, in accordance with State and Federal regulations. The Contractor shall contact the State Agency to discuss waste disposal options should any residual fuels or sludge be generated as part of the work. No waste fuel shall be disposed of until a determination has been made regarding the appropriate disposal method.

The Contractor is to forward to the State within twenty-one (21) calendar days from the time of project and/or work order completion, close-out documentation. If the documents are not received in this time period, the Contractor could be considered in default.

1. Section 02101 – Annual Leak Monitoring Testing

Section includes:

Description;

Testing Specifications; and

Reporting.

1.1. Description

Per Bid # 2123-19

This section provides standard specifications and protocols for conducting annual leak monitor testing for underground storage tank ("UST") systems with secondary containment.

1.2. Testing Specifications

NHDES *Underground Storage Tank Facilities Env-Or 400* requires that all UST leak monitoring equipment be tested annually. Leak monitor testing at the State tank facilities shall be conducted in accordance with Env-Or 406.20 and manufacturer's recommendations. All testers shall be properly trained and manufacturer certified to conduct testing and must verify that the leak monitoring equipment is functioning in accordance with the original design function and within manufacturer's requirements.

Annual leak monitor tests shall verify, at a minimum, the following conditions:

- Leak monitor console assignments are correctly programmed and labeled. Included shall be verification that the NHDES required sensor or probe legend is posted at the monitoring console and correct;
- Tank and piping sensors or probes are present and positioned in accordance with manufacturer's requirements;
- Brine level in the interstitial space is within the manufacturer's operating range (if applicable);
- All secondary containment is free of debris, water, and regulated substance;
- All sensors or probes are in good condition, inspected, manually tested, confirmed operational;
- Audible alarms are present and operational;
- Visual alarms are present and operational. Where installed, the proper operation of remote annunciator strobe lights shall be verified;
- Verify that the communication system, for example a modem, is operational for leak monitoring systems and shall relay alarms to appropriate personnel and/or remote location(s) (if applicable); and
- All secondary containment is continuously monitored (if applicable).

1.3. Reporting

The Contractor shall submit the qualifications of the technicians performing the leak monitor testing within three (3) days of an authorization to proceed and in all cases before beginning any work.

Annual leak monitoring test results for State UST systems shall be reported on NHDES' *"Annual Leak Monitoring and Overfill Protection Test Form for Underground or Aboveground Storage Tank Systems"*, *"Annual Automatic Tank Gauge ("ATG") Test Form for Underground Storage Tank Systems without Secondary Containment"*, or another representative form that includes the information required by Env-Or 406.13. The forms shall be completed in their entirety and ready for submittal to the NHDES. The Contractor shall confirm that the tank numbers reported on these forms are agreement with active tank numbers as they are recorded in NHDES' One Stop Data and Information System. The State shall be provided with two (2) forms signed by the certified technician that performed the work per system tested within fifteen (15) days of the date of the test(s). The State will submit all forms to the NHDES within thirty (30) days of the date of the test(s) per Env-Or 400.

Any testing that results in the finding of an "Unusual Operating Condition" as defined in Env-Or 402.59, shall be reported to the State Agency by e-mail and telephone within twelve (12) hours of discovery.

2. Section 02102 – Overfill Prevention Device Testing

Section includes:

Description;

Testing Specifications; and

Reporting.

2.1. Description

This section provides standard specifications and protocols for conducting overfill prevention device testing for UST systems.

2.2. Testing Specifications

NHDES *Underground Storage Tank Facilities Env-Or 400* requires that all UST overfill prevention devices be tested triennially. Overfill prevention device testing at the State tank facilities shall be conducted in accordance with Env-Or 406.18 and manufacturer's recommendations. All testers shall be properly trained and manufacturer certified to conduct testing and must verify that the overfill prevention device is functioning in accordance with the original design function and within manufacturer's requirements.

Overfill prevention device tests shall verify, at a minimum, the following conditions:

- Overfill model number and manufacturer's name;
- Test results;
- The overfill console, if equipped, is correctly programmed and labeled;
- The overfill device tank sensor is positioned in accordance with the activation height requirements of Env-Or 405.06 (c) and manufacturer's requirements;
- The overfill device sensor was visually inspected and confirmed operational by manually simulating an overfill condition per State's and manufacturer's requirements;
- The audible alarm, if equipped, is operational and can be heard by delivery person; and
- The visual alarm, if equipped, is operational and can be seen by delivery person.

2.3. Reporting

The Contractor shall submit the qualifications of the technicians performing the overfill prevention device testing within three (3) days of an authorization to proceed and in all cases before beginning any work.

Overfill prevention device test results for State UST systems shall be reported on a NHDES' form or another representative form that includes the information required by Env-Or 406.13. The forms shall be completed in their entirety and ready for submittal to the NHDES. The Contractor shall confirm that the tank numbers reported on these forms are in agreement with the active tank numbers as they are recorded in NHDES' One Stop Data and Information System. The State shall be provided with two (2) forms signed by the certified technician that performed the work per system tested within fifteen (15) days of the date of the test(s). The State will submit all forms to the NHDES within thirty (30) days of the date of the test(s) per Env-Or 400. Any testing that results in the finding of an "Unusual Operating Condition" as defined in Env-Or 402.59, shall be reported to the State Agency by e-mail and telephone within twelve (12) hours of discovery.

3. Section 02103 – Tightness Testing and Reporting

Section includes:

Description;

General Tightness Testing Specifications;

Tank Tightness Testing Specifications;

Piping Tightness Testing Specifications;

Sump Tightness Testing Specifications;

Spill Containment Integrity Testing Specifications; and Reporting.

3.1. Description

This section provides standard specification and protocols for tightness testing UST, piping – primary and/or secondary, containment sumps*, and spill containment at State facilities.

Tightness testing activities included in this section shall include all labor and materials required to conduct a complete tightness test and preparation of State required reporting

documentation.

* "Containment Sump" may also be referred to as a sump, piping sump, transition sump, intermediate sump, dispenser sump, under dispenser sump, under dispenser containment, or piping vault.

3.2. General Tightness Testing Specifications

Specific NHDES citations for tightness testing listed in 02103-3.4 through 02103-3.7 shall apply to the test(s) required until an unusual operating condition appears and/or is detected, or a tightness test failure occurs then any further testing shall be done in accordance with this section. Tightness testing for a UST system or system component(s) shall be in accordance with NHDES *Underground Storage Tank Facilities Env-Or 406.11* through *Env-Or 406.13*, and manufacturer's requirements. A failed tightness test requires the Contractor to follow *Env-Or 406.14* and perform the proper notifications.

3.3. Tank Tightness Testing Specifications

The Contractor shall conduct tank tightness testing in accordance with NHDES *Underground Storage Tank Facilities Env-Or 406.24* and manufacturer's requirements, or other approved test method. Tank tightness shall be conducted by a manufacturer certified technician in accordance with State regulations. The Contractor shall maintain current certifications and shall supply the State with copies of manufacturer certifications upon award of this contract. Prior to conducting tank tightness testing, the Contractor shall isolate the tank from all systems piping. Tank tightness tests shall be capable of detecting a system leak rate of at least 0.10 gallon per hour with a probability of detection of 0.95 and probability of false alarm of 0.05. A test result of 0.10 gallon per or greater shall indicate a tank tightness test failure. In the event that a tank fails tightness testing, the Contractor shall notify the State Agency immediately. The Contractor shall use the following recommended testing protocols, unless alternative protocols are approved by the State:

- Unleaded Gasoline – the pressure decay test is acceptable as specified in *Env-Or 504.10(a)(2)* and *Env-Or 504.10(b)*; and
- Diesel – shall use a test method as specified in *Env-Or 406.11*, an Estabrook tightness test is recommended.

3.4. Piping Tightness Testing Specifications

The Contractor shall conduct piping tightness testing in accordance with NHDES *Underground Storage Tank Facilities Env-Or 405.11* and manufacturer's requirements, or other approved test method. Piping tightness testing shall be conducted by a manufacturer certified technician in accordance with State regulations. The Contractor shall maintain current certifications and shall supply the State Agency with copies of manufacturer certifications upon award of this contract.

Prior to conducting piping tightness testing, the Contractor shall isolate the piping from the tank and, if applicable, the dispensers. Piping tightness shall be capable of detecting a system leak rate of at least 0.10 gallon per hour at 1.5 times the operating pressure. Piping tightness testing shall be conducted with a probability of leak detection of 0.95 and a probability of false alarm of 0.05. A test result of 0.10 gallon per hour or greater shall indicate a piping tightness test failure. In the event that a piping line fails tightness testing, the Contractor shall notify the State agency immediately.

3.5. Sump Tightness Testing Specifications

The Contractor shall conduct sump tightness in accordance with NHDES *Underground Storage Tank Facilities Env-Or 406.11* through *Env-Or 406.13* and manufacturer's recommendations, or other approved test method. Sump tightness testing shall be conducted by a certified tank installer in accordance with State regulations. The Contractor shall maintain current tank

installer certifications and shall supply the State with copies of the certifications upon award of this contract.

When conducting a hydrostatic sump tightness test, the Contractor shall fill the sump with an approved testing liquid to a level that is within one (1) inch of the top of the sump. The Contractor shall record liquid level measurements in accordance with manufacturer's recommendations for a minimum of three (3) hours. Piping sumps shall be tested without the sensors being submerged for an extended period of time. A loss of any amount of liquid from the sump during the test shall be considered a tightness failure. In the event that a tank sump fails hydrostatic tightness testing, the Contractor shall notify the State Agency immediately. When conducting a vacuum sump tightness test, the Contractor shall clean inside of sump and ensure it is completely dry, ensure manway lid connection is tight and all pipework is sealed. If the chamber is bolted to a tank up-stand, ensure the bolts are tightened to the correct torque. Sumps shall be tested to manufacturer's specifications for vacuum testing. All sumps actively in use (product in the tank and the site is pumping fuel) shall be vented from a minimum of ten (10) minutes before the vacuum test can begin. A loss of any amount of vacuum from the sump and/or vacuum monitoring equipment indicates a test failure during the test and shall be considered a tightness failure. In the event that a tank sump fails vacuum tightness testing, the Contractor shall notify the State Agency immediately.

3.6. Spill Containment Integrity Testing Specifications

The Contractor shall conduct spill containment integrity tightness testing for all spill containment equipment without secondary containment and leak monitoring in accordance with NHDES *Underground Storage Tank Facilities Env-Or 406.19*, and manufacturer's requirements, or other approved testing method. Spill containment integrity testing shall be conducted by a certified tank installer in accordance with State regulations. The Contractor shall maintain current tank installer certifications and shall supply the State with copies of the certifications upon award of this contract.

When conducting a spill containment integrity test, the Contractor shall fill the spill containment/bucket with an approved testing liquid to a level that is to the top of the spill bucket. The Contractor shall record liquid level measurements in accordance with manufacturer's recommendations for a minimum of one (1) hour. A loss of any amount of liquid from the spill bucket during the test shall be considered an integrity failure.

3.7. Reporting

The Contractor shall submit the qualifications of the technicians performing the tightness testing with three (3) days of an authorization to proceed and in all cases before beginning any work.

The Contractor shall provide the State with results/testing documentation no than fifteen (15) days after the test was conducted. Testing reports shall be prepared in accordance with Env-Or 406.13 and shall include at a minimum the following:

- Facility name, location, and registration number;
- Test type and tanks or systems tested;
- Testing procedures and duration time;
- Copies of field technician's testing records;
- Testing completion date and time; and
- Test results signed by the certified technician that performed the work.

3.7.1. Tank Tightness Testing Reporting

Tank tightness test results for State UST systems shall be reported on a NHDES' *Tank and Piping Tightness Testing Form for AST and UST Systems*, or another representative form that includes the information required by Env-Or 406.13. The forms shall be completed in their entirety and ready for submittal to NHDES. The Contractor shall confirm that the tank numbers reported on these forms are in agreement with the active tank numbers as they

are recorded in NHDES' One Stop Data and Information System. The State shall be provided with two (2) forms signed by the certified technician that performed the work per system tested within fifteen (15) days of the date of the test(s). The State will submit all forms to NHDES within thirty (30) days of the date of the test(s) per Env-Or 400.

3.7.2. Piping Tightness Testing Reporting

Piping tightness test results for State UST systems shall be reported on a NHDES *Tank and Piping Tightness Testing Form for AST and UST Systems*, or another representative form that includes the information required by Env-Or 406.13. The forms shall be completed in their entirety and ready for submittal to the NHDES. The Contractor shall confirm that the tank numbers reported on these forms are in agreement with the active tank numbers as they are recorded in NHDES' One Stop Data and Information System. The State shall be provided with two (2) forms signed by the certified technician that performed the work per system tested within fifteen (15) days of the date of the test(s). The State will submit all forms to the NHDES within thirty (30) days of the date of the test(s) per Env-Or 400.

3.7.3. Sump Tightness Testing

Sump tightness test results for State UST systems shall be reported on a NHDES form or another representative form that includes the information required by Env-Or 406.19 (d) & (e). The forms shall be completed in their entirety and ready for submittal to the NHDES. The Contractor shall confirm that the tank numbers reported on these forms are in agreement with the active tank numbers as they are recorded in NHDES' One Stop Data and Information System. The State shall be provided with two (2) forms signed by the certified technician that performed the work per system tested within fifteen (15) days of the date of the test(s). The State will submit all forms to the NHDES within thirty (30) days of the date of the test(s) per Env-Or 400.

3.7.4. Spill Containment Integrity Testing

Spill containment integrity tightness test results for State UST systems shall be reported on a NHDES form or another representative form that includes the information required by Env-Or 406.19(d) & (e). The forms shall be completed in their entirety and ready for submittal to the NHDES. The Contractor shall confirm that the tank numbers reported on these forms are in agreement with the active tank numbers as they are recorded in NHDES' One Stop Data and Information System. The State shall be provided with two (2) forms signed by the certified technician that performed the work per system tested within fifteen (15) days of the date of the test(s). The State will submit all forms to the NHDES within thirty (30) days of the date of the test(s) per Env-Or 400.

Any testing that results in the finding of an "Unusual Operating Condition" as defined in Env-Or 402.59, shall be reported to the State Agency by e-mail or telephone within twelve (12) hours of discovery.

Examples of unusual operating conditions (Env-Or 406.10(b)) shall include but are not limited to:

- Erratic behavior of dispensing equipment, the stage I system or stage II system, or overflow protection equipment;
- Water gain or loss in a tank, sump, or system component that might indicate a problem with system tightness;
- A monitoring system indicates that a leak might have occurred;
- Petroleum vapors or vapors of a hazardous substance are detected near the UST system;
- The UST vent stack, is bent or angled from the vertical position;
- Visual evidence of system component deterioration is present;
- The UST system is overfilled; and
- Any other evidence that a UST system is not liquid or vapor tight.

4. Section 02104 – Stage I and Stage II Inspection and Testing

Section includes:

Description: Inspection Specifications;
Testing Specifications; and
Reporting.

4.1. Annual Stage I Maintenance Inspection

NHDES *Recovery of Gasoline Vapors Env-Or 500* requires that all Stage I equipment be inspected annually. Stage I inspections at State tank facilities shall be conducted in accordance with Env-Or 504.06 and manufacturer's recommendations. All inspectors shall be properly trained in Stage I systems and must verify that the vapor recovery equipment is functioning in accordance with the original design function and within manufacturer's requirements.

4.2. Stage I Testing Specifications

NHDES *Recovery of Gasoline Vapors Env-Or 500* requires that all Stage I equipment must be tested when two (2) monthly maintenance inspections have not been completed, the annual maintenance inspection has not been completed or the Stage I system is not operating properly. Stage I testing at State tank facilities shall be conducted in accordance with Env-Or 504.07 & Env-Or 504.08 and manufacturer's recommendations. All testers shall be certified to perform the tests on Stage I systems and must verify that the vapor recovery equipment is functioning in accordance with the original design function and within manufacturer's requirements. The Contractor shall coordinate a schedule with the requesting Agency, such that the Agency notify NHDES at least seven (7) working days prior to performing the test of the planned test date, test time.

4.3. Pressure Decay and Pressure/Vacuum Vent Cap Testing (Stage II)

NHDES *Recovery of Gasoline Vapors Env-Or 500* requires that all decommissioned Stage II sites must continue to comply with the pressure decay and PV vent cap pressure and vacuum testing requirements of Env-Or 505.10 through Env-Or 505.12 for all equipment that remains in place. Pressure decay and pressure/vacuum vent cap testing at State tank facilities shall be conducted in accordance with Env-Or 504.09 & Env-Or 504.10 and manufacturer's recommendations. All testers shall be certified to perform the tests on Stage II systems and must verify that the vapor recovery equipment is functioning in accordance with the original design function and within manufacturer's requirements. The Contractor shall coordinate a schedule with the requesting Agency, such that the Agency notify NHDES in writing at least seven (7) days prior to performing the test of the planned test date, test time.

4.4. Reporting

4.4.1. Annual Stage I Maintenance Inspection Reporting

Stage I inspection results for State vapor recovery systems shall be reported on NHDES' *Yearly Maintenance Inspections of Vapor Recovery System for AST/UST Gasoline Dispensing Facilities* as appropriate, or another representative form that includes the information. The form shall be completed in its entirety and ready for submittal to the NHDES. The Contractor shall confirm that the tank numbers reported on these forms are in agreement with the active tank numbers as they are recorded in NHDES' One Stop Data and Information System. The State Agency shall be provided within two (2) forms signed by the certified technician that performed the work per system tested within fifteen (15) days of the date of the inspection(s). The State will submit all forms to the NHDES within thirty (30) days of the date of the test(s) per Env-Or 500.

4.4.2. Stage I Testing Reporting

Stage I testing results for State UST systems shall be reported on a representative form that

includes the information required by Env-Or 506.03(a-d) and the results of the test. The form shall be completed in their entirety and ready for submittal to the NHDES. The Contractor shall confirm that the tank numbers reported on these form are in agreement with the active tank numbers as they are recorded in NHDES' One Stop Data and Information System. The State shall be provided with two (2) forms signed by the certified technician that performed the work per system tested within fifteen (15) days of the date of the test(s). The State will submit all forms to the NHDES within thirty (30) days of the date of the test(s) per Env-Or 500.

4.4.3. Pressure/Vacuum Vent Cap Testing Reporting

Pressure/vacuum vent cap/Stage II test results for State UST Systems shall be reported on a NHDES' *Stage II – System Testing Documentation Form*, or another representative form. The forms shall be completed in their entirety and ready for submittal to the NHDES. The Contractor shall confirm that the tank numbers reported on these forms are in agreement with the active tank numbers as they are recorded in NDHES' One Stop Data and Information System. The State shall be provided with two (2) forms signed by the certified technician that performed the work per system tested within fifteen (15) days of the date of the test(s). The State will submit all forms to the NHDES within thirty (30) days of the date of the test(s) per Env-Or 500.

Any testing that results in the finding of an "Unusual Operating Condition" as defined in Env-Or 402.59, shall be reported to the State Agency by e-mail and telephone within twelve (12) hours of discovery.

QUESTIONS:

Direct any questions to Erica Brisson, 603-271-7272 or Erica.Brisson@das.nh.gov