



State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

Winnepesaukee River Basin Program

Wastewater Treatment Plant

P.O. Box 68 • Franklin, NH • 03235

603-934-4032

FAX 603-934-4831



April 20, 2016

RE: Request for Quotations - Analytical Services for Quarterly Whole Effluent Toxicity (WET) Testing

The New Hampshire Department of Environmental Services (DES) is seeking price quotations from qualified laboratories with New Hampshire Environmental Laboratory Accreditation Program (NHELAP) accreditation for quarterly Whole Effluent Toxicity Testing for the DES Winnepesaukee River Basin Program (WRPB) Franklin Wastewater Treatment Plant, PO Box 68, 528 River Street, Franklin, New Hampshire 03235. **The contract will cover a three (3) year period from July 1, 2016 to June 30, 2019.**

This RFQ is also being advertised on the State's purchasing website and locally in the newspaper. Please note the **deadline for submittal of proposals is 3:00 PM on May 4, 2016 at the Franklin Wastewater Treatment Plant. All proposals must be clearly marked "Whole Effluent Toxicity Testing"**.

We look forward to your proposal. If you have any questions, call me at 603-934-2809 between the hours of 8:00 A.M. and 3:00 P.M.

Sincerely,

Colin Cardin
Industrial Pretreatment Coordinator, WRBP

- CONCORD OFFICE -

29 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095

603-271-3504

TDD Access: Relay NH 1-800-735-2964

**REQUEST FOR QUOTATIONS
QUARTERLY WHOLE EFFLUENT TOXICITY (WET) TESTING**

The New Hampshire Department of Environmental Services (DES) is seeking quotations from qualified laboratories with New Hampshire Environmental Laboratory Accreditation Program (NHELAP) accreditation for quarterly Whole Effluent Toxicity Testing for the DES Winnepesaukee River Basin Franklin Wastewater Treatment Plant, P.O. Box 68, 528 River Street, Franklin, New Hampshire 03235. **The contract will cover a three (3) year period from July 1, 2016 to June 30, 2019.**

The DES, under its Winnepesaukee River Basin Program (WRBP), owns and operates the regional wastewater collection and treatment system serving the Lakes Region communities of Center Harbor, Moultonboro, Gilford, Meredith, Laconia, Belmont, Sanbornton, Northfield, Tilton and Franklin.

GENERAL REQUIREMENTS

The selected laboratory will be under contract to the DES. We include herein a blank copy of a standard state services contract (P-37 form), as well as proposed Exhibits "A", "B", and "C" for the agreement. Exhibit A of the contract (The Services) will be the "Scope of Work". Exhibit B will be the "Cost Proposal and Terms of Payment". Exhibit C of the contract is reserved for any special conditions. It is **strongly** suggested that you review the general conditions of the P-37 form, including the insurance requirements in Item 14. The selected firm shall need to be an approved vendor with the State. When the original contract documents are returned to us, the contract will be processed for approval. This process typically takes eight (8) to twelve (12) weeks after the original contract documents are returned to us.

Should your firm be selected for the work, the WRBP will send you a "Notice of Intent to Award" along with instructions and an agreement for execution. Firms shall submit any requested Special Provisions with their Quotation. Such requests shall be subject to review and approval by the WRBP and the NH Attorney General's office. Be aware that any corporation, individual (Sole proprietorship) or partnership doing business with the State must be registered and in good standing with the NH Secretary of State's Office in order to process a contract. If your company is not registered with that office, you will have 14 days to become registered. If the company is not registered at the end of 14 days, it will be at the Department's option to disregard the company's quotation. The contractor is responsible for providing the WRBP with a current, **original** certificate issued by the New Hampshire Secretary of State dated after April 1, 2016.

INFORMATION REQUIRED FROM BIDDERS

Exhibits A, B, and C, initialed and dated, shall be returned with the quotation. A copy of the following QA/QC information shall also accompany your submittal:

1. NHELAP Accreditation Number
2. USEPA WP & WS study performance evaluation report;
3. DMR-QA study performance evaluation report;
4. Results of detection limit studies; and

5. References.

Quotations received without this information shall be rejected as non-responsive to this RFQ. If you intend to subcontract any of the analytical work, you shall clearly indicate in your proposal which type of analytical work is to be subcontracted and name of the proposed subcontractors and provide, as applicable, the QA/QC information for the subcontractors.

It shall be the responsibility of the laboratory awarded the contract to be in conformance with all state and federal laboratory requirements and standards that are in existence when the contract is awarded or that may come into existence during the life of the contract.

QUOTATION SUBMISSION AND AWARD

Quotes from a qualified laboratory must be submitted and received on or before the specified due date and time. Submit Quotations and QA/QC information by 3:00 P.M. on May 4, 2016 to the DES-WRBP, Franklin Wastewater Treatment Plant, P.O. Box 68, 528 River Street, Franklin, New Hampshire 03235 Attention: Colin Cardin.

Exhibits A, B, C, and QA/QC information may be emailed to colin.cardin@des.nh.gov or sent/delivered in a sealed envelope that is clearly marked "Whole Effluent Toxicity Testing". Note that the US Postal Service does not deliver directly to the Franklin Wastewater Treatment Plant. Submitting firm is responsible for confirming receipt of their complete quotation package at the facility before the due date and time.

The contract award shall be based upon the lowest total cost for scheduled and unscheduled services as depicted on Exhibit "B" "Cost Proposal and Terms of Payment" from a qualified, responsive bidder.

The WRBP reserves the right to determine what constitutes a conforming quotation; to determine if a firm or individual is qualified; to waive irregularities that it considers not material to the quotation; and award the contract solely as it deems to be in the best interest of the State. Basis of award is the lowest total price submitted from a qualified firm.

If you have any questions regarding this RFQ, please call Colin Cardin at (603) 934-2809 between the hours of 7:00 A.M. and 3:30 P.M., Monday through Friday.

EXHIBIT "A"
THE SERVICES

Contract period July 1, 2016 to June 30, 2019

Item 1. Whole Effluent Toxicity (WET) Testing: A definitive 48-hour acute test using two test species: (1) Daphnid (*Ceriodaphnia dubia*) and (2) Fathead Minnow (*Pimephales promelas*). Toxicity testing will be performed during the months of January, April, July and October. The tests will follow the specifications in **Attachment A** to NPDES Permit No. NH0100960 or latest method revision. The (WET) testing results are to be submitted to the WRBP by the 30th day after the test is begun.

Item 2. Chemical Analysis: A chemical analysis of the effluent and diluent shall be performed for the parameters listed in (Section V of **Attachment A** to the NPDES Permit) in conjunction with the WET testing or latest method revision. The results of the chemical analysis are to be submitted to the WRBP by the 30th day after the test is begun. The results of the Total Suspended Solids (TSS) and Ammonia tests are to be submitted by e-mail, if required, in advance of the full report in order to reach the WRBP not later than the 7th day of the month following the month of the test.

Item 3. Repeat (WET) Testing and Chemical Analysis: If the diluent proves to be toxic to either one of the test species, the State may request that a repeat test be conducted within fourteen (14) days of the first test. The test will follow the specifications in **Attachment A** to NPDES Permit. The results are to be included with the original report and submitted to the WRBP by the 30th day after the repeat test is begun. A repeat required due to QA/QC failure or lab error shall be performed at no cost to the State.

DMR QA testing: The laboratory shall participate in the yearly DMR QA study for Acute Toxicity for the two test species identified in Item 1 and provide the necessary reports required by the DMR QA study.

TOXICITY TEST REPORTING: A report of the testing results shall include the following.

- Description of sample collection procedures and site description.
- Names of individuals collecting and transporting samples, times and dates of sample collection and analysis on chain-of-custody.
- General description of tests: age of test organisms, origin, dates and results of standard toxicant tests; light and temperature regime; other information on test conditions if different than procedures recommended. Reference toxicant test data should be included.
- All chemicals/physical data generated. (Include minimum detection levels and minimum quantification levels).
- Raw data and bench sheets.

EXHIBIT "A"
THE SERVICES - Continued

- Provide a description of dechlorination procedures (as applicable).
- Any other observations or test conditions affecting test outcome.
- An electronic copy of the final results will be emailed to colin.cardin@des.nh.gov of the WRBP in both excel and PDF format in addition to a hard copy mailing to PO Box 68.

ADDITIONAL LABORATORY RESPONSIBILITIES

The successful vendor shall provide the following:

1. All sampling containers.
2. Coolers for shipping.
3. Chain-of-custody documentation.
4. Prepaid shipping to and from the WRBP with shipping instructions.

It shall be the responsibility of the laboratory awarded the bid to be in conformance with all state and federal laboratory requirements and standards that are in existence when the contract is awarded or that may come into existence during the life of the contract.

Information contained in the State's Request for Quotations dated April 20, 2016 is hereby included in Exhibit A by reference.

EXHIBIT "A"
THE SERVICES - Continued

ATTACHMENT A
USEPA REGION 1 FRESHWATER ACUTE
TOXICITY TEST PROCEDURE AND PROTOCOL – EXCERPT FROM NPDES PERMIT NO. NH0100960

I. GENERAL REQUIREMENTS

The permittee and their contract lab shall conduct acceptable acute toxicity tests in accordance with the appropriate test protocols described below:

Daphnid (Ceriodaphnia dubia) definitive 48 hour test.

Fathead Minnow (Pimephales promelas) definitive 48 hour test.

Acute toxicity test data shall be reported as outlined in Section VIII.

II. METHODS

The permittee and their contract lab shall use 40 CFR Part 136 methods. Methods and guidance on fresh water acute toxicity testing may be found at:

<http://www.epa.gov/region1/npdes/permits/generic/freshwateracutetoxtest-rev.pdf>

as noted in the NHDES WRBP NPDES Permit No. NH0100960. The permittee shall also meet the sampling, analysis and reporting requirements included in this protocol. This protocol defines more specific requirements while still being consistent with the Part 136 methods. If, due to modifications of Part 136 or the permit, there are conflicting requirements between the Part 136 method and this protocol, the permittee and their contract lab shall comply with the requirements of the Part 136 method.

III. SAMPLE COLLECTION (CONDUCTED BY THE WRBP)

A discharge sample shall be collected. Aliquots shall be split from the sample, containerized and preserved (as per 40 CFR Part 136) for chemical and physical analyses required. The remaining sample shall be measured for total residual chlorine and dechlorinated (if detected) in the contracted laboratory using sodium thiosulfate for subsequent toxicity testing. (Note that EPA approved test methods require that samples collected for metals analyses be preserved immediately after collection.) Grab samples must be used for pH, temperature, and total residual chlorine (as per 40 CFR Part 122.21).

EXHIBIT "A"
THE SERVICES - Continued

Standard Methods for the Examination of Water and Wastewater describes dechlorination of samples (APHA, 1992). Dechlorination can be achieved using a ratio of 6.7 mg/L anhydrous sodium thiosulfate to reduce 1.0 mg/L chlorine. If dechlorination is necessary, a thiosulfate control (maximum amount of thiosulfate in lab control or receiving water) must also be run in the WET test.

All samples held overnight shall be refrigerated at 1- 6 degrees C.

IV. DILUTION WATER (COLLECTED BY THE WRPB)

A grab sample of dilution water used for acute toxicity testing shall be collected from the receiving water at a point immediately upstream of the permitted discharge's zone of influence at a reasonably accessible location. Avoid collection near areas of obvious road or agricultural runoff, storm sewers or other point source discharges and areas where stagnant conditions exist.

In the case where an alternate dilution water has been agreed upon an additional receiving water control (0% effluent) must also be tested.

If the receiving water diluent is found to be, or suspected to be toxic or unreliable, an alternate standard dilution water of known quality with a hardness, pH, conductivity, alkalinity, organic carbon, and total suspended solids similar to that of the receiving water may be substituted **AFTER RECEIVING WRITTEN APPROVAL FROM THE PERMIT ISSUING AGENCY(S)**. Written requests for use of an alternate dilution water should be mailed with supporting documentation to the following address:

Director
Office of Ecosystem Protection (CAA)
U.S. Environmental Protection Agency-New England
5 Post Office Sq., Suite 100 (OEP06-5)
Boston, MA 02109-3912

and

Manager
Water Technical Unit (SEW)
U.S. Environmental Protection Agency
5 Post Office Sq., Suite 100 (OES04-4)
Boston, MA 02109-3912

EXHIBIT "B"
COST AND TERMS OF PAYMENT

<u>SCHEDULED SERVICES</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>
Item 1. Whole Effluent Toxicity (WET) Testing: ⁽¹⁾			
Annual Cost	\$ _____	\$ _____	\$ _____
Item 2. Chemical Analysis: ⁽¹⁾			
Annual Cost	\$ _____	\$ _____	\$ _____
<u>UNSCHEDULED SERVICES</u>			
Item 3. Repeat (WET) and Chemical Analysis:	\$ _____	\$ _____	\$ _____
TOTAL (Item 1 + Item 2 + Item 3) ⁽²⁾ = \$ _____			

NOTES

1. The cost per event for scheduled services will be determined by dividing the annual cost by 4 (the number of quarters in the year)
2. The contract price limitation is based upon the sum of the annual scheduled and unscheduled services. Contract period in July 1, 2016 to June 30, 2019. FY17 is from July 1, 2016 to June 30, 2017, FY18 is July 1, 2017 to June 30, 2018, and FY19 is July 1, 2018 to June 30, 2019.
3. The contracted laboratory to be paid within thirty (30) days of submission of invoice after satisfactory completion of work. Approval of this work does not authorize any expenditure over the price limitations.

Company Name

EXHIBIT "C"
SPECIAL PROVISIONS

None.

Legal Notice
Quarterly Whole Effluent Toxicity (WET) Testing
Quotation Request

The State of New Hampshire, Department of Environmental Services, Winnepesaukee River Basin Program (WRBP) is requesting proposals for **Quarterly Whole Effluent Toxicity (WET) Testing** of the WRBP Franklin Wastewater Treatment Plant's effluent discharge.

A copy of the Request for Quotations (RFQ) package can be picked up at the WRBP Franklin Wastewater Treatment Plant between 8am and 3pm Monday through Friday or a copy can be mailed or emailed by contacting Colin Cardin (colin.cardin@des.nh.gov) or Donald Watson (donald.watson@des.nh.gov) at 603-934-2809. Questions concerning this RFQ should be directed to Colin Cardin. The RFQ may be downloaded from this website: <http://admin.state.nh.us/purchasing/vendorresources.asp>. It is the responsibility of the bidder to check for addenda.

Quotations must be received by **3 PM on May 4, 2016** at the Winnepesaukee River Basin Program, Franklin Wastewater Treatment Plant, P.O. Box 68, 528 River St. Franklin, New Hampshire 03235. Note that the USPS does not deliver to this facility. Firms are responsible for confirming receipt of their quotations by the deadline.