

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

Request for Proposal

Laboratory Services



433 JFK Way
Willingboro NJ 08046
609.877.2900

Request for Proposals
for Laboratory Services Appointments for
Willingboro Municipal Utilities Authority, Burlington County

Be advised that the Willingboro Municipal Utilities Authority (the "Authority") has a need to acquire professional services under the fair and open process pursuant to the provision of N.J.S.A 40A:11-5 and N.J.S.A. 19:44A-20.5. The WMUA will accept proposals for LABORATORY SERVICES which are intended to be for the period July 1, 2023, through June 31, 2024, and subject to the execution of an appropriate contract.

The solicitation for proposals is available on-line at wmua.info or you may request a copy by sending an email to jmackie@wmua.info. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law.

Proposals for the above positions must be received on or before Tuesday, June 20, 2023, at 12:00pm. Responses must be fully sealed. One original and three printed copies of the proposal shall be placed in a sealed envelope of the approximate size of nine by twelve inches. This envelope shall be marked with the words "**Proposal for LABORATORY SERVICES**" which words shall be at the lower left of the front of the envelope. If you mail or hand-deliver your proposal, the said envelope shall be addressed as follows:

Willingboro MUA
433 John F. Kennedy Way
Willingboro, New Jersey 08046

Attention: James J. Mackie, Executive Director

The proposals will be publicly opened in the Authorities conference room located at our 433 John F. Kennedy Way building on the above stated date and time.

All responses shall be opened, and the name of each responding entity shall be announced 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.

James J. Mackie, P.E.

Executive Director

Willingboro MUA

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 for each of the parameters listed herein and/or indicate intent to subcontract said parameter(s) to an outside laboratory certified for the respective parameter(s).

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 MUA 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 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. Proposals must be enclosed in a sealed envelope bearing the name and address of the respondent on the outside addressed to the Willingboro Municipal Utilities Authority.
2. No oral interpretation shall be made to any bidder as to the meaning of any of the specifications. All questions shall be submitted in writing to the Authority and shall be postmarked at least three business days prior to the bid opening. The Authority will arrange as addenda, which shall become part of the contract, all pertinent questions received and the decision regarding each, prior to the opening of proposals. A copy of these addenda will be sent to each respondent who has obtained a set of specification from the Authority. **PROSPECTIVE RESPONDENTS DOWNLOADING RFP DOCUMENTS FROM WEBSITE SHALL REGISTER AS A PROSPECTIVE RESPONDENT IN ORDER TO RECEIVE NOTICE OF ADDENDA BY EMAILING AUTHORITY AT jmackie@wmua.info**
Respondents shall acknowledge receipt of any addenda in the space provided in the Proposal Form. If the bidder does not acknowledge receipt of any or all addenda, the respondent shall be bound to comply with said addenda.
3. The signed proposal form must be delivered to the place and or before the hour named above.
4. 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.

5. 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.
6. 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.
7. The Willingboro Municipal Utilities Authority reserves the right to reject 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.
8. 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.
9. 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.
10. The selected firm(s) shall be required to provide a Business Registration Form(s) and Proof of Insurance.

The proposal will be independently evaluated based on 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. Typical turnaround time of 10-14 business days for analysis (excluding extensive analysis, e.g., PFA's)
- Adheres to SSTM criteria
- Ability to meet mandatory WMUA schedule requiring Pickups every Wednesday after 12pm but before 4pm; with 2x/year Friday pickups for bioassay-related analysis
- E2 reporting capability
- 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	0	MISC	SAMPLE PICKUP (other than included weekly pickup)		
2	0	MISC	SAMPLE COLLECTION SERVICES (Field Services – per hour)		
<u>WASTEWATER TESTING</u>					
QUARTERLY BASIS					
3	4	WASTEWATER	OIL & GREASE VIA 1664		
4	4	WASTEWATER	TDS		
5	4	WASTEWATER	COPPER		
6	16	WASTEWATER	PFC'S ON INF/EFF WITH FIELD BLANK - NFC		
7	16	WASTEWATER	PCB CONGENERS TRACK BACK VIA 1668A		
8	8	WASTEWATER	1,4-DIOXANE (INF/EFF) - NFC		
SEMI-ANNUAL BASIS					
9	2	WASTEWATER	ACUTE BIOASSAY - CERIODAPHNIA		
10	2	WASTEWATER	CHRONIC BIOASSAY-CERIODAPHNIA		
11	2	WASTEWATER	VOC'S VIA 624		
12	2	WASTEWATER	ABN DSW VIA 625		
13	2	WASTEWATER	PEST./PCB'S DSW VIA 608		
14	2	WASTEWATER	FREE CYANIDE		
15	2	WASTEWATER	12 METALS (SEE LIST IN COMMENTS)		
16	2	WASTEWATER	MERCURY WITH FIELD BLANK VIA 1631 REV. E		
17	2	WASTEWATER	ASBESTOS		
18	2	WASTEWATER	PHENOLS		
19	2	WASTEWATER	ORGANO. PHOS. COMPOUNDS		
20	2	WASTEWATER	CONGENER (DRY WEATHER) - ANALYSIS		
21	2	WASTEWATER	CONGENER (DRY WEATHER) - SAMPLING FEE		
WEEKLY BASIS					
22	104	WASTEWATER	BOD (INF/EFF)		
23	52	WASTEWATER	TOTAL PHOSPHORUS		
24	52	WASTEWATER	AMMONIA NITROGEN		
25	104	WASTEWATER	NITRATE		
MISCELLANEOUS					
26	0	WASTEWATER	ID27 GRIT (AS NEEDED BASIS)		
27	0	WASTEWATER	FECAL COLIFORM (EFF AS NEEDED BASIS)		
28	0	WASTEWATER	E. COLI (EFF AS NEEDED BASIS)		
29	0	WASTEWATER	TSS (INF/EFF AS NEEDED BASIS)		
30	0	WASTEWATER	TURBIDITY (AS NEEDED BASIS)		
31	0	WASTEWATER	COLOR (EFF AS NEEDED BASIS)		
<u>SLUDGE TESTING</u>					
32	12	SLUDGE	NJ SQAR TABLE 1		
33	1	SLUDGE	NJ SQAR TABLE 2-6		
34	0	SLUDGE	ALKALINITY & VOLATILE ACIDS ON DIGESTER (AS NEEDED BASIS)		
35	5	SLUDGE	PFC'S (BELT FILTER PRESS SLUDGE & ANAEROBIC LIQUID SLUDGE) - NFC		

<i>DRINKING WATER TESTING</i>					
MONTHLY BASIS					
36	12	WATER	HPC (DI WATER)		
37	12	WATER	CONDUCTIVITY (DI WATER)		
38	72	WATER	1,4-DIOXANE - NFC		
39	66	WATER	PFA'S FULL LIST VIA 537.1 WITH FIELD BLANK - NFC		
QUARTERLY BASIS					
40	17	WATER	TTHM'S		
41	17	WATER	HAA5'S		
42	10	WATER	PFA'S FULL LIST VIA 537.1 WITH FIELD BLANK FOR COMPLIANCE		
ANNUAL BASIS					
43	1	WATER	IRON		
44	1	WATER	MANGANESE		
45	1	WATER	SUITABILITY (DI WATER)		
46	1	WATER	METALS (DI WATER)		
47	1	WATER	CHLORIDE		
48	1	WATER	SODIUM		
49	4	WATER	NITRATE		
50	4	WATER	VOC'S VIA 524.2		
TRIENNIAL BASIS					
51	30	WATER	LEAD (TRIENNIAL SAMPLING)		
52	30	WATER	COPPER (TRIENNIAL SAMPLING)		
53	8	WATER	INORGANICS GROUP (TRIENNIAL SAMPLING)		
54	8	WATER	SECONDARY GROUP (TRIENNIAL SAMPLING)		
55	8	WATER	EDB AND DBCP (TRIENNIAL SAMPLING)		
56	4	WATER	1,2,3-TRICHLOROPROPANE (TRIENNIAL SAMPLING)		
MISCELLANEOUS					
57	0	WATER	ASBESTOS (AS NEEDED BASIS)		
58	0	WATER	LANGELIER (AS NEEDED BASIS)		
59	0	WATER	TOTAL COLIFORM & FREE CHLORINE (AS NEEDED BASIS)		
60	0	WATER	FLUORIDE (AS NEEDED BASIS)		

COMMENTS: WASTEWATER METALS

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

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No addenda were received:

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

BIDDER: _____

PART 1

Pursuant to Public Law 2012, c. 25 any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates (any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity), is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf> Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Authority finds a person or entity to be in violation of law, s/he shall act as may be appropriate and provided by law, rule, or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012 c. 25, that neither the bidder listed above nor any of the bidder's Parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012 c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries, or affiliates, engaging in the investment activities in Iran outlined above by completing the box below.

Name: _____

Relationship to Bidder: _____

Description of Activities: _____

Duration of Engagement: _____

Anticipated Cessation Date: _____

Bidder Contact Name: _____

Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Authority is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Authority and the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

TITLE: _____ DATE: _____

CONTRACT NAME: Laboratory Services

A. Failure to submit the following documents is a mandatory cause for the bid to be rejected.

(N.J.S.A. 40A:11-23.2)

Required with
Submission of Bid
(Owner's checkmarks)

Initial Each Item
Submitted with Bid
(Bidder's initials)

X	Bid Schedule	
X	Bidder's acknowledgement of receipt of any notice(s) or revision(s) or addenda to an advertisement, specifications or bid document(s) as required by N.J.S.A. 40A:11-23.2	
	A Bid Guarantee as required by N.J.S.A. 40A:11-21 (Bid Bond with Power of Attorney, Certified Check or Cashier's Check)	
	An Agreement of Surety, pursuant to N.J.S.A. 40A:11-22 & Contract Specifications, Instruction to Bidders, Item Number 16.0 Agreement of Surety.	
X	A statement of corporate ownership, pursuant to N.J.S.A. 52:25-24.2 (Stockholders Statement).	
	A listing of subcontractors and certificate, as required by N.J.S.A. 40A:11-16 (Sub-Contractor's Declaration).	
X	Disclosure of Investment Activities in Iran certification, pursuant to N.J.S.A. 40A:11-2.1	

B. The following Forms, Certifications and other Documents should be submitted at the time of the bid and are required prior to contract award.

(N.J.S.A. 40A:11-23.1b)

Authority Submissions
(Owner's checkmarks)

Initial Each Item
Submitted with Bid
(Bidder's initials)

X	Corporate Resolution allowing the signature of the Corporate Officer.	
X	Contractor's Experience Statement.	
X	Certification of Bidder showing that Bidder owns, leases, or controls any necessary equipment.	
X	Submission of a Non-Collusion Affidavit (this form must be Notarized).	
	Affidavit regarding State Treasurer's list of debarred, suspended, and disqualified bidders.	
X	Affirmative Action Affidavit.	

Authority Submissions
(Owner's checkmarks)

Initial Each Items
Submitted with Bid
(Bidder's initials)

X	Certificate of Equal Employment Opportunity.	
X	Affirmative Action Certification.	
	Copy of Public Works Certification of Registration for General Contractor & all listed sub-contractors.	
X	Copy of State of New Jersey Business Registration Certificate.	
X	Copy of W-9.	

C. SIGNATURE: The undersigned hereby acknowledges and has submitted the above listed requirements.

Name of Bidder: _____

By Authorized Representative: _____

Signature: _____

Print Name and Title: _____

Date: _____

Name and business address of bidder to whom all formal notices are to be sent:

The undersigned states that the names and addresses of persons interested as principals in this Proposal are as follows:

(Write first name in full):

_____	_____
_____	_____
_____	_____
_____	_____

If corporation, the bidder shall name the date and State in which corporation was incorporated:

DATE _____ STATE _____

If a partnership or corporation, give the names of all partners, or all officers of the corporation with the addresses of each:

_____	_____
_____	_____
_____	_____

The undersigned bidder submitting this proposal or bid certifies and affirms that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person to put in a sham bid, or that such other persons shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of said bidder or any other bidder or fix any overhead, profit or cost element of said bid against the OWNER or any person interested in the proposed contract; and further, that such bidder has not, directly or indirectly, submitted this bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof; and, that no member of the OWNER's Officials or Employees of said OWNER is interested directly or indirectly in the bid or in any portion of the bid, nor in the Contract or in any part of the Contract which may be awarded the undersigned on the basis of such bid.

Signed this _____ day of _____, 2022

Bidder

By _____
(Signature of Individual, Partner
or Officer Signing the Proposal)

(SEAL)

(Seal is required if Bidder
is a corporation)

Title

The undersigned states that the names and addresses of all persons owning a ten- percent (10%) or greater interest therein in this proposal, in compliance with P.L. 1977, Chapter 33, effective March 8, 1977, are as follows:

If a corporation, the bidder shall name the date and State in which incorporated.

Date: _____

State: _____

Affiant

BIDDER'S AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____ being duly sworn, depose and says that he/she resides at _____ and that he/she is the

of _____ who signed the above Proposal or Bid, that he was duly authorized to sign and that the Bid is the true offer of the Bidder, that the seal attached is the seal of the Bidder and that all declarations and statements contained in the Bid are true to the best of his knowledge and belief. He/she further deposes that he has submitted herewith a list of names and addresses of all stockholders and/or partners owning a ten percent (10%) or greater interest therein in compliance with P.L. 1977, Chapter 33, effective March 8, 1977.

Affiant

Subscribed and Sworn to before me this _____ day of _____, 2023.

AFFIRMATIVE ACTION REQUIREMENTS

A. This contract is subject to, and all bidders are required to comply with the requirements of P.L. 1975, C. 127 an act relating to Affirmative Action and NJAC 17:27.

B. All successful Contractors must submit within seven days of the notice of intent to award or the signing of the contract one of the following.

- a. A photocopy of their Federal Letter of Affirmative Action Plan Approval.
- b. A photocopy of their Certificate of Employee Information Report.
- c. A completed Affirmative Action Employee Information Report (AA302). This form will be provided to the contractor with Notification of Award.

C. The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L. 1975, C 127 and agrees to furnish the required documentation pursuant to the Law.

COMPANY: _____

SIGNATURE: _____

TITLE: _____

NOTE: A contractor's bid must be rejected as non-responsive if a contractor fails to comply with the requirements of P.L. 1975, C 127.