



Department of Purchasing

Donald R. Riley, CPPB, Procurement Specialist

REQUEST FOR QUOTE NUMBER: **16RFQ12072016-DRR**

WILL BE RECEIVED UNTIL **December 21, 2016** **3:00PM EST**

DESCRIPTION: Long-Term Monitoring and Annual Watershed Protection Plan (WPP) Report

Return to: Donald R. Riley, CPPB – Purchasing Specialist
 City of Stockbridge – Finance Department – Purchasing Division
 4640 North Henry Boulevard
 Stockbridge, Georgia 30281

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING SPECIALIST LISTED BELOW. RESPONDENTS MAY NOT HAVE CONTACT WITH CITY OFFICERS, ELECTED OFFICIALS OR CITY EMPLOYEES REGARDING THIS QUOTE PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR QUOTE BEING FOUND NON-RESPONSIVE. LAST DAY FOR QUESTIONS DECEMBER 14, 2016 3:00 P.M. EST

CONTACT NAME: Donald R. Riley, CPPB	E-Mail Address : DRiley@cityofstockbridge-ga.gov	Telephone Number: (770) 389-7912 (FAX ONLY)
---	--	---

All information requested on this sheet must be completed. The signature block and related information on each quote sheet must be completed. Unless specifications indicate “NO SUBSTITUTE”, items determined by the City of Stockbridge to be “EQUAL OR BETTER” will be given full consideration. All prices QUOTED must be “FOB DESTINATION” unless otherwise requested, and must be submitted in the format requested. The City reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the City.

Company Name:

Company Address:

City	State	Zip Code
-------------	--------------	-----------------

Telephone Number:	Fax Number:	E-Mail Address:
--------------------------	--------------------	------------------------

Responses must be delivered/emailed to the purchasing office before the date & time indicated on this quote.

Person submitting Quote: (Please Print)	Date:
--	--------------

Title:

***Signature of Person submitting Quote:**

*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All bidders shall comply with all City of Stockbridge purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

NO BID:

REASON: _____

**REQUEST FOR E-QUOTE SPECIFICATIONS
LONG-TERM MONITORING AND ANNUAL WATERSHED PROTECTION PLAN
(WPP) PROGRESS REPORT
SEWER DEPARTMENT**

1. DESCRIPTION

The City of Stockbridge Finance Department Division is soliciting quotes from all qualified Contractors to provide all necessary equipment, labor, material and apparatuses to perform long-term monitoring and annual Watershed Protection Plan (WPP) Progress Report for the Sewer Department.

2. CONTACT PERSON

Please contact Donald R. Riley, CPPB, Purchasing Specialist, by e-mail at DRiley@cityofstockbridge-ga.gov or fax me at (770) 389-7912 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the City will be provided in writing to all respondents by addendum. No verbal responses shall be authoritative.

PRE-BID CONFERENCE (N/A)

3. TERM OF AGREEMENT

This procurement is for One (1) year after the issuance of Notice To Proceed (NTP).

4. PRODUCT/SERVICE SPECIFICATIONS

4.1. Water Quality Monitoring

Water quality monitoring will be conducted at four (4) study locations. Sampling will be performed for three (3) dry events and one (1) wet event. A dry event is one (1) with no rainfall for seventy-two (72) hours prior to sampling. A wet event will be defined as > 0.2 inches of rainfall over previous twenty-four (24) hours with dry conditions (no rainfall) for seventy-two (72) hours prior. Rainfall information will be tracked (real-time) using the USGS website (<http://water.usgs.gov/realtime.html>) for nearby sites. Stream flow will be measured directly during the sampling events at each site, whenever possible. Single, discreet grab samples will be collected for the dry events. The wet sample will be collected across the hydrograph, whenever possible, and be comprised of multiple aliquots (i.e., composite sample). Physical stream conditions will be noted during all sampling events.

Samples from all study sites will be analyzed in the laboratory Georgia Environmental Protection Division (GEPD)-approved)) for the following parameters: COD, BOD₅, TSS, hardness, alkalinity, total and ortho phosphorus, TKN, ammonia, nitrate-nitrite. The wet sample also will include analyses for total recoverable metals (Pb, Cu, Zn, and Cd).

In addition to laboratory analyses, the following *in situ* parameters will be measured during sample collection: air and water temperature, dissolved oxygen (DO), pH, turbidity, conductivity, and specific conductance. “Clean metals” sampling, which requires a two (2) person crew, will be used during the metals sampling.

In addition to the aforementioned parameters, bacteriological monitoring (fecal coliform and *E. coli*) also will be monitored during two (2) periods (May – October). During each sampling period, a total of four grab samples will be collected on a regular schedule (regardless of weather) within a thirty (30) day period. No sample will be collected within twenty-four (24) hours of another sample. No flow measurements will be made during bacteriological monitoring.

All reporting will be done per the GEPD’s recent *Watershed Protection Plan Annual Reporting Requirements*.

4.2. Annual Watershed Protection Plan Progress Report

Prepare the *Annual Watershed Protection Plan Progress Report* for 2017 to be submitted to the GEPD by June 30, 2018. The report should be provided to the City with sufficient time for their review prior to submitting to the GEPD. The *Annual Report* will include the Annual Certification of WPP Implementation Statement, Water Quality and Biology Monitoring Results in 2017, Long-Term Monitoring Trends, a Summary of Best Management Activities, and any proposed revisions to the Watershed Protection Plan or any recommendations. Prepare the entire document, submit to the City of Stockbridge for review and signature, and submit to the EPD by the due date. The City will provide the previously collected water quality and biological data for the Long-Term Monitoring Trends analyses and with any BMP information.

ASSUMPTIONS (water quality monitoring)

- 4.2.1. Four (4) sampling sites;
- 4.2.2. Three (3) dry samples (at least one (1) sample collected in peak temp/low conditions, *i.e.*, approx. July-August);
- 4.2.3. Grab samples for all dry events;
- 4.2.4. “clean metals” sampling will be performed;
- 4.2.5. One (1) wet sample collected across hydrograph;
- 4.2.6. Stream flow measured for all water chemistry events
- 4.2.7. Two (2) bacteriological sampling periods;
- 4.2.8. Four (4) sampling events per thirty (30) day period;
- 4.2.9. no flow measurements during bacteriological sampling events;
- 4.2.10. all sampling in May-October; and
- 4.2.11. Study conducted in 2017.

No Biological and Habitat Monitoring will be performed in 2017.

5. PRICING SHEETS

LINE	DESCRIPTION	QUANTITY	TOTAL PRICE
1	Water Quality Monitoring	LUMP SUM PRICING	\$ _____
2	Annual Watershed Protection Plan Progress Report	LUMP SUM PRICING	\$ _____
	Total Cost of All items		\$ _____

6. INSURANCE & RISK MANAGEMENT PROVISIONS

INSURANCE & RISK MANAGEMENT PROVISIONS

- 6.1.1. **INSURANCE REQUIREMENTS:** Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia and acceptable to the City of Stockbridge. Insurance coverage must be current from time of award through the period of final acceptance from City of Stockbridge. The following requirements shall apply.
- 6.1.2. Policies and/or certificates certifying policies are to contain an agreement that the policies will not be changed and/or canceled without a ten (10) day prior notice to City of Stockbridge, as evidenced by return receipts of registered or certified letters.
- 6.1.3. Each respondent shall submit with the quote, evidence of insurability satisfactory to the City as to form and content. Either of the following forms of evidence are acceptable:
- 6.1.4. A letter from an insurance company stating that upon your firm/company being the successful bidder/respondent that a Certificate of Insurance shall be issued in compliance with the Insurance Requirements outlined below.
- 6.1.5. A Certificate of Insurance complying with the Insurance Requirements outlined below.
- 6.1.6. Upon award, the Contractor must maintain, at their expense, insurance in at least the following amounts and types outlined below. Any and all Insurance and Bonds required by this contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the City.
- 6.1.7. The Contractor shall insure that the Request for Bid/Proposal number and Project Description appear on the Certificate of Insurance.
- 6.1.8. The Certificate of Insurance shall identify the Certificate Holder as:

City of Stockbridge – Finance Department
Attn: Purchasing Specialist
4640 North Henry Boulevard
Stockbridge, GA 30281

6.2. WORKERS COMPENSATION – STATUTORY (In compliance with the Georgia Workers Compensation Act)

EMPLOYER’S LIABILITY	BY ACCIDENT - EACH ACCIDENT	-	\$500,000.
INSURANCE	BY DISEASE - POLICY LIMIT	-	\$500,000
(Aggregate)	BY DISEASE - EACH EMPLOYEE	-	\$500,000

6.3. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000
(Other than Products/Completed Operations)	General Aggregate	-	\$2,000.000

To include Designated Per Project/Location Endorsement #CG2503/CG2504

Products\Completed Operation	Aggregate Limit	-	\$1,000,000
Personal and Advertising Injury	Limits	-	\$1,000.000
Fire Damage	Limits	-	\$ 100,000

**6.4. BUSINESS AUTOMOBILE LIABILITY INSURANCE
Combined Single Limits**

Each Occurrence	-	\$1,000,000
-----------------	---	-------------

(Including operation of non-owned, owned, and hired automobiles).

- 6.5. **UMBRELLA LIABILITY**
(In excess of above noted coverage's) Each Occurrence - \$2,000,000
- 6.6. **FIDELITY BOND and CRIME**
(Employee Dishonesty) Each Occurrence - \$ 100,000

Insurance in no way Limits the Liability of the Respondent.

INDEMNIFICATION AND HOLD HARMLESS

AGREEMENT

The successful contractor will agree to indemnify, save harmless and defend the City, its agents, servants, and employees from all lawsuits, claims, demands, liabilities, losses and expenses for or on account of any injury or loss in connection with the work performed under this contractor: Provided, however the contractor shall not be liable for any damages resulting from the sole negligent or intentional acts or omission of the City and its employees, agents or representatives.

THE RESPONDENT ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS, AND IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING COMPANY.

COMPANY: _____ **SIGNATURE:** _____

NAME: _____ **TITLE:** _____ **DATE:** _____

7. STATE OF GEORGIA

CITY OF STOCKBRIDGE

GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Stockbridge and has registered with, is authorized to use, and uses, the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, __, 2016 in Stockbridge, Georgia.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY of _____,
2016.

My Commission Expires: _____
NOTARY PUBLIC