

City Of Oneida

Invitation for Bids

Wastewater Treatment Plant Laboratory Services - Analytical

CONTRACT YEAR 2025

OPTION YEAR 2026

FOR

City of Oneida, New York
Wastewater Treatment Plant
387 Harden Street
Oneida, NY 13421

BID OPENING: Wednesday, January 15, 2025 at 11:10 AM

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INVITATION TO BID

Pursuant to a Common Council resolution dated **November 6, 2024** the City of Oneida, New York requests bids for Wastewater Treatment Plant (WWTP) Laboratory Services – Analytical to evaluate samples from the WWTP in accordance with recognized methods of the analytical industry as required by City of Oneida Wastewater Treatment Plant, 387 Harden Street, Oneida, New York during the period from **February 1, 2025 through December 31, 2025**.

A contract resulting from this invitation for bids may be extended for a period of one year under the same terms and conditions IF such an extension is mutually agreeable to both parties to the contract.

The City of Oneida reserves the right to the offer a contract extension under the same terms and conditions for a one (1) year period from the date of expiration provided such extension is mutually agreeable to both the City and the Contractor.

The material upon which the bidders submit proposals must conform to the specifications prepared by the City Engineer, which may be obtained from the Office of City Engineer.

Bids are to be sealed and marked on the envelope "Bid on Laboratory Services - Analytical". Bids must be delivered to City of Oneida, New York, ATTN: Purchasing Agent, 109 N. Main Street, Oneida, New York 13421-1627 and must be received not later than **Wednesday, January 15, 2025 at 11:10 AM** at which time they will be opened and read aloud.

Each bid must be accompanied by cash, certified check or bid bond in an amount not less than five percent (5%) of the bid amount and subject to the conditions provided in the Information for Bidders.

The City of Oneida is exempt from the payment of State of New York sales tax or Federal tax on materials, equipment and/or supplies sold to the owner pursuant to this contract. Such taxes must not be included in the bid.

The City of Oneida reserves the right to revise or amend the specifications prior to the date set for opening of bids. Such amendments, if any, will be announced by addenda to this bid document.

This Invitation to Bid is part of the specifications and shall be complied with in all respects. The Common Council of the City of Oneida reserves the right to reject any or all bids not in the best interest of the City.

Jessica Kaiser
Purchasing Agent

INSTRUCTIONS TO BIDDERS

1. Sealed bids will be received by the City of Oneida Purchasing Agent, 109 N. Main Street, Oneida, New York 13421, in accordance with the published Invitation for Bids.
2. The sealed bids, subject to the conditions contained herein, will then be publicly opened and read aloud. **THIS BID PACKAGE MUST BE RETURNED INTACT WITH THE BID & SUPPORTING DOCUMENTS ENCLOSED\ATTACHED.**
3. Damages for delay - This clause will be inserted in the contract with the supplier: "The supplier agrees to make no claim for damages for delay occasioned by an act of omission by the City of Oneida, New York."
4. All delivery charges must be included in the bid price.
5. No combination bid on any units will be accepted and each unit must be bid separately.
6. Any material delivered by the supplier which is not in accordance with the specifications or is otherwise unsatisfactory, in the opinion of the City Engineer, or his designated representative, may be retained and if necessary used, until it is replaced with satisfactory material.
7. Except for causes not in the control of the vendor, no request for postponement of the delivery, or completion, shall be considered; any initiative in such respect being reserved for the City of Oneida.
8. Each bid must be accompanied by cash, certified check or bid bond in an amount not less than five percent (5%) of the bid amount. This cash, certified check or bid bond will be forfeited to the City of Oneida if after an award is made, that supplier fails to execute a contract within 10 calendar days after Notice of Award. Further, in lieu of a performance bond requirement, after a contract has been executed, this cash, certified check or bid bond will be retained by the City of Oneida to ensure faithful performance of the contract and will be promptly returned upon expiration of the contract.
9. The City of Oneida is exempt from the payment of State of New York sales tax or Federal tax. The City will sign an exemption certificate when required.
10. The City reserves the right to make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City such information and data for this purpose as may be requested. The city reserves the right to reject any bid if the evidence submitted by/or the investigation of such bidder is not properly qualified to carry out the obligations of the bid or to complete deliverables contemplated therein.

11. The City reserves the right to consider informal a bid not prepared and submitted in accordance with the provisions of these specifications, or to waive informalities in any bid received. The City also reserves the right to reject any and all bids as the best interest of the City may require.
12. No bidder may withdraw his/her bid until forty-five days after the bids are opened, but may withdraw it at any time prior to the scheduled closing time for the reception of bids.
13. In submitting this bid, the bidder declares that he or she is, or they are, the only person or persons interested in said bid, that it is made without any connection with any person or persons making another bid for the same material[s]; that the bid is in all respects fair and without collusion, fraud or mental reservation; and that no official of the City or any person in the employ of the City is directly or indirectly interested in said bid or in any portion of the profits thereof.
14. The supplier or bidder to whom a contract shall be let, granted or awarded is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the same, or his right, title or interest therein, or his/her power to execute such contract to any other person or corporation, except as provided in Section 109, General Municipal Law.
15. No bid for materials, supplies, equipment or services may be accepted from, or a contract awarded to, any person or company that is in arrears in the payment of real estate taxes to the City of Oneida, or is in arrears in payment debt owed to the City of Oneida, or has previously defaulted as surety or any contractual obligation to the City of Oneida, or who may be otherwise disqualified under any act of the legislature consistent with the Charter of Code.
16. A contract resulting from this invitation for bids may be extended for a period of one year under the same terms and conditions IF such an extension is mutually agreeable to both parties to the contract.

DETERMINING THE LOWEST RESPONSIBLE BIDDER

1. The Contract award will be made to the bidder submitting the lowest total cost for analytical services meeting the specification.

BIDDER'S CHECK LIST

BID FOR Wastewater Treatment Plant Laboratory Services - Analytical

<input type="checkbox"/>	THE ENTIRE BID PACKAGE IS RETURNED
<input type="checkbox"/>	Bid Proposal Form Completed - Page 6-10
<input type="checkbox"/>	Non-Collusive Bidding Certification Complete, Page 11
<input type="checkbox"/>	Bid Security - 5% [cash, certified check, bid bond] of the <u>Total</u> bid amount, attached, Page 13
<input type="checkbox"/>	NYSDOH Laboratory Compliance Certificate, Affidavit of Compliance, attached, Page 14

Primary Analysis	Quantity	Unit Cost	Total
Biochemical Oxygen Demand (BOD5) [mg/L, lb/d] (Influent) (Effluent 001) (Town of Verona) (HP Hood)	260		
Carbonaceous BOD (CBOD) [mg/L, lb/d] (Influent) (Effluent 001)	260		
Total Suspended Solids (TSS) [mg/L, lb/d] (Influent) (Effluent 001) (Town of Verona) (HP Hood)	260		
Total Phosphorus [mg/L] (Influent) (Effluent 001) (Town of Verona) (HP Hood)	260		
Total Kjeldahl Nitrogen [mg/L] (Influent) (Effluent 001) (Town of Verona) (HP Hood)	260		
Ammonia as N [mg/L] (Influent) (Effluent 001)	120		
Fecal Coliform [#/100mL] (Effluent 001) (Effluent 004)	72		
Total Coliform [mg/L] (Effluent 004)	36		
Nitrate/Nitrite (Effluent 004)	36		
Total Chloroform (ug/L) (Effluent 004)	8		

Mercury Samples w/ Field Blank (Influent quarterly) (Effluent 001 quarterly)	16		
Chlorinated Phenols (Effluent 001)	12		
TCLP RCRA8 Metals Sludge	2		
(A) Primary Analysis Total			

Sludge Analysis	Quantity	Unit Cost	Total
Ammonia as N [mg/L]	6		
Nitrate/Nitrite [mg/L]	6		
pH [SU]	6		
Total Phosphorus [mg/L]	6		
% Solids	6		
% Volatile Solids	6		
Total Kjeldahl Nitrogen [mg/L]	6		
Arsenic [mg/L]	6		
Cadmium [mg/L]	6		
Chromium [mg/L]	6		
Copper [mg/L]	6		
Lead [mg/L]	6		
Mercury [mg/L]	6		
Molybdenum [mg/L]	6		

Nickel [mg/L]	6		
Potassium [mg/L]	6		
Selenium [mg/L]	6		
Metals Digestion Fee	6		
PCB's [mg/L]	6		
(B) Sludge Analysis Total			

Total (A)+(B)	
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BID PROPOSAL	
BID PRICE	\$ _____ . _____ [Dollars] [Cents] _____ [Words]
_____ Signature of Person Submitting Bid	
_____ Printed Name of Person Submitting Bid	
_____ Title	
Name of Company	
Business Address	
Phone Number:	
Fax Number:	
Contact Person:	
e-mail address for Contact Person:	

**NON-COLLUSIVE BIDDING CERTIFICATION
(General Municipal Law Section 103-D)**

The following section is an excerpt from General Municipal Law 103-D.

- A. By submission of this bid, each Bidder, and each person signing on behalf of the Bidder, certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty or perjury that to the best of their knowledge and belief:
 - 1. The prices in this bid, have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor;
 - 2. Unless otherwise required by law, the prices which have been quoted in the bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
 - 3. No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- B. A Bid shall not be considered for award nor shall any award be made where paragraphs A1, A2, and A3 above have not been complied with; provided however, that if in any case the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where paragraphs A1, A2, and A3 above have not been complied with, the bid shall not be considered for an award nor shall an award be made unless the Purchasing unit of the political subdivision, public department, agency or official determines that such disclosure was not made for the purpose of restricting competition.
- C. The fact that a Bidder [a] has published price lists, rates, or tariffs covering items being procured, [b] has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or [c] has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning or subparagraph A1.
- D. Any Bid hereafter made to any political subdivision of the State or any public department, agency or official thereof by a corporate Bidder for work or service performed, to be performed or goods sold or to be sold, where the competitive bidding is required by statute, rule regulation, or local law, and where such bid contains the certification referred to in subdivision A of this section, shall be deemed to have been authorized by the Board of Directors of the Bidder, and such authorization shall be deemed to include the signing of the certification as non-collusion as the act and deed of the corporation.
- E. This is to certify that we have not been disqualified to contract with any municipality and we are in a position to accept any contract subject to the provisions of Section 103-D of General Municipal Law. The foregoing statement is affirmed as true under penalty of perjury.

(Corporate Seal, if any):

If no seal write-
"No Seal" across this
place and sign

_____ [name of company]

By: _____
[signature]

_____ [printed name]

DATE: _____

_____ [Title]

(This Form Must Be Completed and Submitted with the Bid)

GENERAL SPECIFICATIONS

Analytical Services shall obtain samples from City of Oneida Wastewater Treatment Plant, 387 Harden Street, Oneida, New York 13421 when called beginning **January 1, 2023**.

The successful bidder shall be expected to pick-up samples the day they are taken by Wastewater Treatment Plant Operators from the location written above at an agreed-upon time between the hours of 9:00 AM and 2:00 PM, Monday through Friday.

The laboratory performing the analysis shall apply with all applicable analytical industry standards and shall be a NYSDOH approved laboratory. A copy of NYSDOH laboratory certification is to be included in this Bid Packet.

The laboratory performing the Analytical Services shall provide a report of analytical test results within (10) business days of obtaining samples from the City of Oneida.

The quantities stated in the Bid Sheet(s) are approximate. The City of Oneida retains the privilege to increase or decrease the amount without adjustment to, or renegotiation of, the bid price.

The City of Oneida is exempt from all Federal and State taxes. Federal and State taxes must not be included in the bid price.

For further details regarding any aspect of this bid document, contact Jeffrey A. Rowe, P.E., City Engineer by e-mail only at jrowe@oneidacityny.gov.

ATTACH
BID
SECURITY
HERE

ATTACH
NYSDOH
LABORATORY
COMPLIANCE
CERTIFICATE(S)

CONTRACT SIGNATORIES
[Completed after Contract Award]

IN WITNESS WHEREOF, the parties to this Contract have hereunto set their hands and seals and have executed this Contract.

[Company]

BY: _____
[Signature]

[Printed Name]

[Title]

CITY OF ONEIDA, NEW YORK

BY: _____
Mayor

=
STATE OF _____ :
COUNTY OF _____ : ss.:

On this _____ day of _____, 2024, before me personally came and appeared _____ to me known and known to me to be one of the members of the firm of _____ described in and who executed the foregoing instrument, and he acknowledges to me that he\she executed the same as and for the act and deed of said firm.

Notary Public

STATE OF NEW YORK :
COUNTY OF MADISON : ss.:

On this _____ day of _____, 2024, before me personally came _____ Mayor of the City of Oneida, to me personally known and known to me to be the same person who executed the foregoing Contract as such official, and that said _____ duly acknowledged to me that he executed the same pursuant to the power and authority vested in him by THE CITY OF ONEIDA COMMON COUNCIL and that said signature is so affixed pursuant to authority vested in him.

Notary Public