

IFB #6100046732  
General Bid Requirements  
And  
Scope of Work

GENERAL BID REQUIREMENTS

1.1 PROJECT INFORMATION

- A. Name: *Eckley Miners' Village  
Wastewater Treatment Plant Operator*
- B. Location: *Eckley Miners' Village  
2 Eckley Main Street  
Weatherly, PA (Luzerne County)*
- C. Issuing Office: *Lisa A. Burchfield  
Fiscal & Office Support Services  
Bureau of Management Services  
PA Historical & Museum Commission  
State Museum of PA, 300 North Street  
Harrisburg, PA 17120-0024  
717-705-0557 Telephone  
[liburchfie@pa.gov](mailto:liburchfie@pa.gov)*
- D. Eckley Site Administrator *Bode Marin  
Eckley Miners' Village  
2 Eckley Main Street  
Weatherly, PA 18255  
570-636-2938 Telephone*
- E. Designated Representative *Art Donadi, Maintenance Foreman  
Eckley Miners' Village  
2 Eckley Main Street  
Weatherly, PA 18255  
570-636-2938 Telephone*
- F. PHMC Project Manager *Joe Lauver  
Division of Architecture & Preservation  
Bureau of Management Services  
Commonwealth Keystone Building  
Plaza Level, Room N118  
Harrisburg, PA 17120  
717-787-6242 Telephone*

## 1.2 INVITATION FOR BID (IFB) INFORMATION

Electronic bids only. Paper bids, faxes or emails will not be accepted. Bids received after the date and time of the bid closing will not be accepted.

**Bids due by 2:00 PM on October 12, 2018.**

Questions for IFB must be submitted via email to the Issuing Officer, Lisa Burchfield at [liburchfie@pa.gov](mailto:liburchfie@pa.gov) by 4:00 PM on September 28, 2018. The questions will be answered in form of an addendum which will be attached to solicitation #6100046732 on the eMarketplace website.

<http://emakertplace.state.pa.us> .

## 1.3 PRE-BID MEETING

A. Date: **September 25, 2018 at 10:00 AM**

B. Location: **Eckley Miners' Village Visitor Center  
2 Eckley Main Street  
Weatherly, PA 18255**

C. It is recommended either you or a representative of your firm attend the pre-bid meeting to inspect the work areas and ask questions prior to submitting a bid. The pre-bid meeting is for information only. Any answers furnished during the meeting will not be official until they have been verified, in writing, by the Issuing Office. The questions and answers will be posted to [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us) (click on "Solicitations", enter Solicitation # "610046732", click on "search").

## 1.4 INSURANCE

The project shall include insurance coverage in the amounts stated below. The selected vendor will provide a certificate of insurance to PHMC (10) days after the issuance of a purchase order and the insurance shall also name the Commonwealth of Pennsylvania as an additional insured.

1. Workman's Compensation	Statutory Coverage
2. Employer Liability	\$500,000
3. General Liability (Combined Single Limit)	
Bodily Injury	\$1,000,000
Property Damage	\$1,000,000
4. Automotive Liability (Combined Single Limit)	
Bodily Injury	\$1,000,000
Property Damage	\$1,000,000
5. Excess Indemnity (Umbrella Policy)	\$1,000,000
6. Pollution and Professional Liability	\$1,000,000

## 1.5 STATEMENT OF WORK

The Pennsylvania Historical and Museum Commission (PHMC) manages the operations of the Eckley Miners' Village historic site, which portrays 19th century life in a company anthracite coal mining town. The site is approximately ninety• five acres with about fifty-four buildings, including nine residential buildings that are inhabited, a social club, and a visitor's center. The site is served by its own sewer system, which comprises a collection system, a treatment plant, and an outfall.

The Eckley sewer system consists of a gravity collection system and a permitted 20,000 gallon/day packaged extended aeration activated sludge treatment plant. The outfall is a headwall that discharges into Black Creek.

Recent flow statistics show an average of 700 gpd being processed by the wastewater treatment plant, indicating the existing plant is significantly oversized. The plant features four main components: a 3,000-gallon aerated sludge storage tank, a 20,000-gallon aeration tank, a settling basin, and a UV disinfection chamber. There is also a telephone dialer to relay alarms.

The contracted plant operator shall be responsible and provide all labor, materials, supplies and equipment for the 24/7 operations of the Eckley wastewater treatment plant which will include but not be limited to the following responsibilities and duties:

1. Proper operation of the wastewater treatment, collection and distribution systems at the site including compliance with all Pennsylvania Department of Environmental Protection (PA.DEP) permits.
2. Provide the Eckley Site Administrator or the Eckley Site Administrator's designated representative with telephone numbers, pager numbers, and cell phone numbers by which the Eckley Site Administrator may contact the contract operator during normal business hours and during periods of operational problems and/or emergencies.
3. Preparation and submittal of monthly operational reports to the PHMC and regulatory agencies as required by the permits and regulations established by PA DEP. Prepare and submit a Monthly "Operations Report" that provides a discussion of plant operations for the past month, including, but not limited to; overall performance, compliance record, wastewater flow summary (daily Ave-High-Low), maintenance performed, chemicals used, specific operational issues that may impact future performance and the plans to prevent and/or minimize impact on the facility.
4. Perform all analyses for operational controls such as CB0 0<sub>5</sub>, Total Suspended Solids, Fecal Coliform, and pH and other related operational monitoring as required or recommended. All analyses performed by the contract operator must be in compliance with the analytical methods specified in the applicable regulations or in the facility(s) permit(s). Conduct monthly sampling and testing of influent for BODs (NOT CB0 0<sub>5</sub>) and TSS. Also, conduct monthly sampling and testing of mixed

Liquor for MLSS and MLVSS. The Food to Microorganism Ratio (F/M) shall be calculated each month and provided and discussed in the Monthly Operations Report. This information is intended to be utilized by the operations staff to maintain the proper solids inventory for treatment purposes.

5. Perform all influent sampling and analyses to comply with the existing NPDES permit monitoring requirements and to assure proper plant operations. Perform all monthly final effluent analyses to comply with the existing NPDES permit requirements and to assure proper plant operations.
6. Manage a pump and haul schedule to operate the wastewater system(s). Manage all sludge removal, hauling and disposal as required and in compliance with applicable regulations. PHMC will be responsible to contract with the pump and haul vendor.
7. Order and maintain chemical inventories, reasonable spare parts and supplies.
8. Perform maintenance of equipment, pumps and pump stations, such as changing oil, lubricating motors and mechanical equipment, adjusting pump packings and belts and other routine equipment maintenance.
9. Perform preventative maintenance on all equipment as recommended by the manufacturer.
10. Notify PHMC and obtain approval for extraordinary equipment and/or system maintenance requiring ordering parts, replacement equipment or expert labor exceeding normal routine maintenance costs.
11. Prepare, implement, and maintain an Emergency Response Plan and Operations and Maintenance Plan for the water and wastewater systems. These plans must include procedures to deal with necessary intervention and repairs to problems and or emergencies with equipment or systems. This plan must be submitted within 60 days of the issuance of a purchase order.
12. Perform routine operational control testing as required or recommended by US EPA, PA DEP or the Luzerne County Health Department. Maintain a daily log which includes operational control testing, equipment maintenance, site conditions, sample collections and other notations.
13. Report promptly any operational deficiencies or non-compliance events to the Eckley site administrator or the Eckley site administrators' designated representative.
14. Report any event as required to PA DEP and the Luzerne County Health Department such as a violation of a maximum contaminant level, no chlorine residual, untreated releases of wastewater to surface waters, overflow events, emergency events, etc.
15. Be available during an emergency to work with the PA DEP and/or Luzerne County Health Department or other federal, state or local agencies until the problem is resolved and the wastewater system is restored to normal operation.
16. Be available for system inspections by the PA DEP and/or Luzerne County Health Department or other federal, state or local agencies. Immediately notify the Eckley Site Administrator or the Eckley Site Administrators' designated representative in the event that a Notice of Violation is received, or deficiencies are noted during the inspection. Immediately provide the Eckley Site Administrator or the Eckley Site Administrators' designated representative with a copy of all inspection reports.
17. Perform all facility housekeeping as required to maintain the control

buildings and well locations in a clean, safe and orderly condition.

18. Maintain adequate records to document that all contract provisions are being met and to assure that the specified duties are being performed.
19. The contract operator shall at times during the term of the contract furnish only appropriately licensed operators meeting or exceeding the licensing requirements for the type and size plant - Class D & E; Subclass 1 (Activated Sludge) to perform the services required and shall further comply with any and all regulations of governmental agencies having jurisdiction governing the operations and maintenance of water and wastewater facilities in the Commonwealth of Pennsylvania. Note: Under certain conditions PADEP may require Subclass 5 (Laboratory Supervisor.) Operator shall confirm this requirement with PADEP.

## 1.6 INFORMATION REQUIRED FROM BIDDERS

In order to be considered, the bids must include responses to all of the requirements listed in this IFB. Any other information thought to be relevant, but not applicable to the categories below, should be provided as an attachment to the required bid information. The bidder must submit the following information with their bid response:

- A. Provide references for 3 similar services performed within the last 5 years and full reference contact information for each contract.
- B. The wastewater treatment plant operator must be duly licensed and qualified to practice as a licensed wastewater operator under Pennsylvania Title 63 P.S. Professions and Occupations, Chapter 24. Water and Wastewater Systems Operators. As the operator-in-charge, the contract operator must maintain a valid license that is equal to or greater than the classification of the Eckley Miners' Village wastewater treatment system. The contract operator shall be required to provide at least annually a photocopy of their renewed operator's license to PHMC. The contract operator is also responsible for providing a licensed substitute operator-in-charge during times in which the systems are in operation and is not available or cannot be contacted. Please provide proof of licensing for the primary plant operator.
- C. Provide the number of personnel who will be engaged in the work. For all personnel, include the employee's name and, a resume or a similar document defining the employee's qualifications, education, and experience in the wastewater collection system discipline. Indicate the responsibilities each individual will have in this Contract and how long each individual has been employed by your company. Identify by name any subcontractors you intend to use and the services they will perform.
- D. Please include a statement that you can provide all services required in this

IFB and also one in which any assistance (if necessary) is required from PHMC.

- E. The electronically completed invitation for bid form which includes unit prices (for each line item), total line item price (for each line item), and total bid amount.

For line items 1 and 4 (labor only) on the IFB form:

Unit Price = One Month of labor cost for the time frame described

Total Line Item Price = Unit price multiplied by 12 months

For line items 2 and 5 (travel only) on the IFB form:

Unit Price = One day's travel costs (to/from home base to Eckley for the time framedescribed)

Total Line Item Price = Unit price multiplied by 468 (estimated amount of trips per year)

For line items 3 and 6 cost of the annual insurance premium on the IFB form:

Unit Price = Total amount for annual insurance premium

Total Line Item Price = 1 quantity at total cost

Total Bid Amount = Sum of Line Items 1, 2, 3, 4, 5, and 6 Total Line Item Prices.

Travel expenses will either be itemized or listed in the purchase order as a deliverable based line item in accordance to the amounts allowed for Commonwealth travel as set forth in Management Directive 230.10 [http://www.portal.state.pa.us/portal/server.pUcommunity/management\\_directives/711/management\\_administrative\\_support\\_%28205-260%29/208571](http://www.portal.state.pa.us/portal/server.pUcommunity/management_directives/711/management_administrative_support_%28205-260%29/208571). PHMC will negotiate travel costs with winning vendor if itemization of any one expense exceeds Commonwealth travel rates. Current mileage rate is .545 cents per mile.

- F. On a separate piece of paper, please submit itemized labor charges, hours, rates per hour, classification of employees, benefits, profit, overhead, sub-consultants, support staff, etc. showing in detail, how the lump sum figures were derived for the line item unit costs on the information for bid form.
- G. Any addendum(s) for this IFB must be signed and attached with the bid submission.

## 1.7 CONTRACT TERM

The term of the contract will commence on either January 1, 2019 or the Effective Date of the purchase order, whichever is later, and shall end on December 31, 2020 with the option of three (3) one (1) year renewals. In the renewal years, the contract rates can be increased each year but cannot exceed 3%. The selected Offeror shall not start the performance of any work prior to the Effective Date of the contract and the Commonwealth shall not be liable to pay the selected Offeror for any service or work performed or expenses incurred before the Effective Date of the contract.

## 1.8 PHMC RESPONSIBILITIES AND DUTIES

It shall be the responsibility of PHMC to notify the contract operator of any emergencies and/or operational problems for which the operator is responsible that arise in the contract operator's absence. However, it is also the contract operator's responsibility to ensure he/she is available for alarms relayed through the automatic dialer. PHMC and the contract operator shall jointly determine a maximum response time within which PHMC will notify the contract operator after PHMC experiences or recognizes an operational problem or emergency. PHMC is responsible for providing telephone numbers, pager numbers, cell phone numbers or other relevant means of communication for both the designated contract operator-in-responsible charge and substitute contract operator-in responsible charge in order for the contract operator(s) to be able to contact PHMC's Eckley site administrator or designated representative appointed by the site administrator.

## 1.9 PURCHASES, INVOICES AND REIMBURSEMENT

The winning vendor shall submit monthly invoices and each invoice shall list the services performed, the purchase order number and the line item number. Due to the difficulty in estimating materials, supplies, lab samples outside the regular tests indicated within the scope of work, and equipment these items will not be part of the bid evaluation process, but it should be acknowledged in your proposal these items will not have a markup value of more than 10% above the actual price paid. It will be understood that PHMC will reimburse contractor for these routine items upon submission of a monthly invoice accompanied by receipts or proof of expense. In the case of any equipment purchased and paid for by PHMC during the duration of the contract it is considered the property of PHMC and will remain so after the expiration of the contract. If any other expenses need to be incurred besides routine ones such as lab fees, chemicals, excavation fees, equipment parts and supplies these expenses must have the approval from Eckley Miners' Village site administrator or site administrator's designee prior to the purchase.

The vendor shall obtain prior PHMC approval for all additional services anticipated for non-emergency situations and proceed per the PHMC directive. Every effort to obtain prior PHMC approval for additional service in an emergency situation will be

made insofar as possible and/or practical. However, prior approval shall not preclude implementation of immediate remedial actions when required to prevent or mitigate injury to persons or damage to property. Follow up to an emergency will be made within 5 days of the event.