



Department of Purchasing
100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 Fax (757) 942-4333

April 22, 2019

To: Interested Parties

Re: Request for Quote # 1682-Q, Septic System Maintenance and Inspections

Suffolk Public Schools intends to establish a contract with a qualified provider for maintenance and inspections on the septic system at Pioneer Elementary School.

The system must be properly maintained and inspected in accordance with Sewage Handling Disposal Regulations (12 VAC 5-610-10 et seq.) and the Regulations for Alternative On-Site Sewage Systems (12 VAC 5-613-10 et seq.) and any other applicable requirements as determined by the Virginia Department of Health.

The system serves a 650 student elementary school and is comprised of the following:

- The designed average daily flow of this system is 4800 GPD.
- Preliminary septic, secondary septic, recirculation (2 ea) and dispensing/closing tanks, each with a capacity of 5000 gallons
- Recirculating media filter pods (8 ea) manufactured by E-Z Treat Company, Inc.
- Dedicated headworks building containing distribution piping, valves, filters, regulators, meters, electrical and control panels and appurtenances and alarms
- 2" force main (6 zone) and 2" recirculation lines
- Six zone primary drain field (wasteflow, emitter/drip irrigation disposal) with 100% reserve; approximately 3 acres total
- Monitoring wells
- Alarm auto-dialer with connection to facility communications systems
- Remote alarm

Vendor must be DPOR (Department of Professional and Occupational Regulation) certified and certified to work on E-Z Treat systems.

Vendor shall provide all inspection, monitoring and reporting as required by the Virginia Department of Health as well as any and all local and state codes. It is anticipated that there will be a required initial visit during the first week of the actual system operation followed by regular visits every quarter thereafter as well as annual sampling and submission of reports. The vendor is responsible for ensuring that all requirements are understood and met.

Vendor shall provide any and all equipment, materials, supplies and labor needed to perform the required services.

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Vendor shall provide repairs on an as needed basis. All repairs shall be approved by Suffolk Public Schools prior to work beginning.. The annual cost will be used as the primary basis of award.

Description	Annual Cost
Maintenance, Monitoring and Inspections on E-Z Treat Septic System at Pioneer Elementary School	\$ _____
Repairs	Cost
Repair float switch	\$ _____
Clean filters	\$ _____
Hourly cost for additional repairs not listed	\$ _____
Response time for emergencies	_____ day(s)

Additional Requirements:

1. Notification to the successful bidder shall be made in writing immediately following award. The initial term of this agreement shall begin on the date of award and continue through June 30, 2020. This contract shall automatically be renewed for four (4) additional one year periods, beginning on July 1st and ending on June 30th of each subsequent year unless otherwise terminated by either party by giving written notice by May 1st of any given year. The School Board may approve a price increase for each subsequent year. This request shall be presented in writing by April 1st of each year and the cost increases shall not exceed the Consumer Price Index (CPI) as developed by the Bureau of Labor Statistics U. S. Department of Labor, for all Urban consumers (CPI-U) South.
2. All work shall be coordinated with Terry Napier or Vernon Jackson at the Suffolk Public Schools Maintenance Department, 757-934-6206.
3. Include with your quote a detailed scope of work to include schedule of inspections, reporting, monitoring, response time, etc. to show that requires services will be provided. Include pricing breakdown for monthly inspections, annual inspections, etc. to allow flexibility to provide additional services as may be needed.
4. Provide the name and contact information for the person who will be the point of contact for Suffolk Public Schools as well as the location of the shop that will provide these services. Provide additional information on other employees as relates to this contract to include proof of DPOR certification for any operators, years of experience, etc.

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4. The successful vendor shall provide a Certificate of Insurance prior to award.
5. Fax, deliver or email this quote form to Anthony Hinds at the above listed fax, address or email to anthonyhinds@spsk12.net not later than 2:00 pm on Tuesday, May 14, 2019. Suffolk Public Schools reserves the right to consider all quotes submitted prior to award as may be in the best interest of the School Division.
6. Any questions concerning this price quote must be submitted in writing to Anthon Hinds at anthonyhinds@spsk12.net.
7. Drawings are available electronically and may be requested by sending an email to anthonyhinds@spsk12.net.
8. The attached Terms and Conditions are to be considered an integral part of any purchase resulting from this solicitation.

The School Board reserves the right to:

1. Award a contract or contracts as may be most advantageous to the School Board, taking into consideration best value criteria, which may include the following:
 - a. Quality of the services provided to include inspections, reporting, monitoring
 - b. Availability of required equipment
 - c. DPOR certification of operators
 - d. Time of response
 - e. Location of provider
2. Reject any or all bids or to negotiate with the low bidder in case of insufficient funds.
3. Obtain additional repairs using this RFQ provided that the needed work is found during the inspection process outlined in the RFQ based on time and materials.

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SCC ID Number:

Any bidder or offeror organized or authorized to transact business in the Commonwealth of Virginia shall provide as a part of their bid documentation the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal the registration/certification as a foreign business entity form available from the Virginia State Corporation Commission. Documentation that a vendor is in the process of obtaining this certification is sufficient for submission of a bid or quote, but must be provided prior to award. No award will be made without this information.

SCC ID Number _____

Price Proposal Requested by:

Anthony Hinds 
Purchasing Manager

Price Proposal Submitted by:

_____	_____
Print or Type Name and Position	Signed
_____	_____
Company Name	Date
_____	_____
Street Address	City, State and Zip Code
_____	_____
Phone Number	Fax Number
_____	_____
Email Address	Email Address for Ordering

Terms and Conditions

NONDISCRIMINATION

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. Suffolk Public Schools does not discriminate against faith-based organizations.

DRUG FREE WORKPLACE

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION

Upon award, the contractor and any employee who will have direct contact with students shall provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude.

Any person making a materially false statement regarding such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.