

**PUBLIC NOTICE  
REQUEST FOR PROPOSALS**

The Farmdale Sanitation District (hereinafter “District”) is now accepting proposals from qualified and licensed laboratories for conducting wastewater sample analyses and other related work for the districts wastewater plants.

Statement of Need/Scope of Work:

The Farmdale Sanitation District will soon be the owner of six (6) package treatment plants in the southwest portion of Franklin County, Kentucky. The testing laboratory must conduct the tests timely and accurately so the District shall know quickly the results for comparison with established permit limits. An electronic copy of the results shall be provided by the laboratory to the District immediately upon completion of data confirmation and hard copies of signed reports shall be provided prior to the submittal date of the monthly Discharge Monitoring Report. Services shall include but are not limited to the following:

Scope of Work

1. The laboratory shall provide all pre-cleaned sample containers complete with preservatives, ice, chain of custody forms and coolers for pick up. A sufficient number of sample containers shall be delivered by the laboratory to the District as requested.
2. The laboratory is required to provide copies of all lab tests in electronic format and printed formats to designated District staff. The lab must certify that the tests were performed in conformance with testing protocols, methods and other technical standards for wastewater testing in the Commonwealth of Kentucky.
3. The laboratory, including any subcontractor labs, must participate in the Kentucky Wastewater Laboratory Certification Program.
4. The laboratory must have designated personnel assigned to the District staff during the term of the contract. The laboratory personnel must be available for consultation on an as-needed basis between 8:00 AM and 5:00 PM, Monday thru Friday to discuss sampling events, holiday schedules, sample results and sampling related rules and regulations. The laboratory staff must be qualified and knowledgeable about the Kentucky Pollutant Discharge Elimination System (KPDES) permit and all other regulatory testing standards relating to wastewater systems in Kentucky.
5. All problems which may arise during sample analysis must be reported immediately to the District. Follow-up documentation explaining the situation and action taken to correct the problem should be included with the data deliverable.
6. The laboratory shall be responsible for all lost samples. The laboratory’s responsibility begins when the District relinquishes samples to the laboratory at the time of pick up.

Five bound copies of the Proposal, not to exceed 30 pages, must be submitted to the Farmdale Sanitation District, 321 West Main Street, Frankfort, KY 40601, Attention: Allan Alsip, Chairman, no later than 4:00 p.m. local time, on **April 28, 2017**. All submittals shall be clearly marked "Farmdale Sanitation District Laboratory Services". Submittal of proposals after the specified date will be rejected as not conforming to the advertisement request. Questions regarding this Request for Proposals should be directed to Allan Alsip, Chairman, by telephone at 502-330-0077 or via email at afalsip@gmail.com.

Facilities to be serviced under this Request for Proposals shall be as follows:

- Coolbrook WWTP DOW Permit ID-KY0044351
- Edgewood WWTP DOW Permit ID-KY0074977
- Meadowbrook WWTP DOW Permit ID-KY0074951
- Farmgate WWTP DOW Permit ID-KY0074969
- Farmdale WWTP DOW Permit ID-KY0054780
- Evergreen WWTP DOW Permit ID-KY0078298

## **EVALUATION CRITERIA**

Statements should include a description of the firm's capabilities and experience in the field of laboratory testing and reporting of wastewater treatment facilities (20 pts.), the firm's location (20 pts.), ability to provide responsive service to the Farmdale Sanitation District (20 pts.), Past record of performance and experience with respect to cost control, work quality and ability to meet schedules (20 pts.) and Monthly fee (20 pts.). Respondents to the request will be ranked according to the written information submitted. The Farmdale Sanitation District will enter into negotiations with the highest ranked firm to execute a contract agreement. If the parties are unable to negotiate a satisfactory agreement, the second ranked firm will be promptly notified.

All interested parties shall be aware that the Farmdale Sanitation District is an Equal Opportunity Employer. No person, firm, or corporation shall be excluded from participation in or subject to discrimination in providing the indicated services on the basis of race, color, sex, national origin, disability, or sexual orientation.

The Farmdale Sanitation District reserves the right to reject any or all proposals that may result from this advertisement.