

PURCHASING DIVISION  
CITY OF WORCESTER  
MASSACHUSETTS 01608-1895  
ROOM 201 - CITY HALL, 455 MAIN ST.  
PHONE (508) 799-1220

SEALED BID INVITATION  
(Supplies, Material, Equipment, Services)

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

SEALED BID NO. CR-8340-W5

DATE: December 6, 2024

CITY OF WORCESTER  
Christopher J. Gagliastro, MCPPO  
Purchasing Agent

BUYER: Christopher J. Gagliastro

NOTICE TO BIDDERS  
TERMS AND CONDITIONS

All bids are subject to the terms and conditions and specificity herein set forth except where specifically deleted by the City of Worcester in Section No. 6 below.

**COMPLETE ORIGINAL COPY (including ALL pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:**

DATE: JANUARY 8, 2025

TIME: 10:00 A.M. LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK SEALED ENVELOPE **"Sealed Bid No. CR-8340-W5, Water Sampling & Testing Services / WPS"**

The name and address of the bidder must appear in the upper left hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

**GENERAL**

1. This Bid Invitation covers: Drinking water sampling and testing services as per the requirements and specifications of the City of Worcester Public Schools for a period of one (1) year from February 1, 2025 through January 31, 2026. This contract may be renewed for a second and third year at the sole discretion of the City, the option of which to be determined at the end of the current contract period. See page 10 for further information.
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the Amount of \$ N/A must accompany this bid.
3. All bids received will be publicly opened and read in the Bid Room at City Hall at date and time shown above.  
**NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED**
4. A performance bond in the amount of \$ N/A of the total dollar award is required.
5. A payment bond in the amount of \$ N/A of the total dollar award is required.
6. All terms and conditions are applicable to this proposal except the following section numbers which are hereby deleted from this invitation: all apply
7. **Questions pertaining to this bid must be directed to Christopher J. Gagliastro via e-mail at [gagliastroc@worcesterma.gov](mailto:gagliastroc@worcesterma.gov)**

8. The following meanings are attached to the defined words when used in this bid form.
  - (a) The word "City" means The City of Worcester, Massachusetts.
  - (b) The word "Bidder" means the person, firm or corporation submitting a bid on these specifications or any part thereof.
  - (c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
  - (d) The words "Firm Price" shall mean a guarantee against price increases during the life of the contract.
9. Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are to be in writing to the Purchasing Division (or e-mailed at: [gagliastroc@worcesterma.gov](mailto:gagliastroc@worcesterma.gov)). No changes will be considered or any interpretation issued unless the request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.
10. The contractor will be required to indemnify and save harmless the City of Worcester, for all damages to life and property that may occur due to his negligence or that of his employees, subcontractors, etc., during this contract.
11. The Contract Agreement will be in the form customarily employed by the City of Worcester and is on file in the Purchasing Division at City Hall.
12. Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions will be rejected as informal by the Purchasing Agent. **Conditional bids will not be accepted.**
13. The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this proposal or in the contract which the bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L. C. 43 Sec. 27, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
14. As the City of Worcester is exempt from the payment of Federal Excise Taxes and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
15. All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. **Time reserved for award is ninety days.**
16. In case of error in the extension prices quoted herein, the unit price will govern.
17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.
18. The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
19. Awards will be made to the bidder quoting the lowest net price in accordance with the specifications.
20. The supplier will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, the City of Worcester, and the Department of Public Safety of the Commonwealth of Massachusetts.
21. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
22. The contractor will not be permitted to either assign or underlet the contract, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City of Worcester.
23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a legal Holiday) from the date of the mailing of a notice from the City to him/her, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the bidder has abandoned the contract and thereupon the proposal and

acceptance shall be null and void and the bid security accompanying this proposal shall become the property of the City as liquidated damages.

24. When quoting, the bidder shall submit a signed copy of this bid form, and if bid accepted by the City shall constitute part of the contract of purchase. Do not detach any part of this form 30B (Sealed Bid Goods & Services) when submitting a bid. Bidder must sign and return complete form 30B (Sealed Bid Goods & Services).
25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.
26. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and/or Acts of God.

#### **INSURANCE AND WORKER'S COMPENSATION**

27. COMMERCIAL GENERAL LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$ 1,000,000.00 per occurrence / \$ 2,000,000.00 aggregate.
28. AUTOMOBILE LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limit, of \$ 1,000,000.00 (all owned, hired, and non-owned autos).
29. COMPENSATION INSURANCE: The contractor shall furnish the City of Worcester with certificates showing that all of his/her employees who shall be connected with this work are protected under statutory worker's compensation insurance policies.
30. The Contractor shall carry public liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone of his employ during the execution of the contract.
31. Prior to starting on this contract, the Contractor shall deposit with the Contracting Officer certificates from the insurer to the effect that the insurance policies required in the above paragraphs have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
32. Except as may otherwise be stated herein, the Contractor shall also carry bodily injury and property damage insurance in an amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engaged in this contract.

#### **DISCOUNT**

33. Prompt pay discounts will be considered when determining the low bid except when discounts are for a period of less than 30 days. In this event prompt pay discounts will not be taken into consideration when determining low bid.
34. Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contract is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.

#### **GUARANTEE**

35. The bidder to who a contract is awarded guarantees to the City of Worcester all equipment, materials and or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

## **DELIVERIES AND COMPLETION**

36. It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of notification. Should the successful bidder fail to make delivery or complete contract within time specified, the City reserves the right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.
37. The contractor shall familiarize himself with the location and facilities for storage.
38. The City through its Purchasing Division reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.

## **SAMPLING AND ANALYSIS**

39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.
40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.
41. The representative of the City taking the samples shall be given the opportunity, while sampling, to affix his or her signature to the delivery slip each item represented in his/her sample.
42. Any product after the sampling and analysis, not found meeting the requirements of the contract shall be sufficient cause for the cancellation of the contract at the option of the Purchasing Agent.
43. If any product is found that does not meet the analysis submitted by the bidder in his/her proposal, the Purchasing Agent may, at his or her option, exercise his/her right to reject the product and require that all or any part thereof shall be removed promptly by and at the expense of the contractor and replace it forthwith with a product satisfactory to the Purchasing Agent, or to retain the product and compensate the contractor in an amount as determined by the Purchasing Agent and the City Manager.
44. It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
45. The undersigned as bidder, declares that the only parties interested in this proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation, that no officer or agent of the City is directly or indirectly interested in this bid; and he/she proposes and agrees that if this proposal is accepted he/she will contract with the City in accordance with the specifications, also the terms and conditions as spelled out in this bid form.
46. No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or requires for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under Chapter 94C of the General Laws and, for contracts to be performed for on-site services to the Worcester Public Schools, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a "sex offense" or a "sex offense involving a child" or a "sexually violent offense" or would meet the definition of "sexually violent predator" as those terms are defined in Section 178C of the General Laws and who must register with the sex offender registry board.

47. The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ for work or services relating to this contract any unfit person or anyone not skilled in the task assigned to him. In light of the fact that the performance of this contract requires the Contractor and its employees to have significant interaction with the public, the Contractor shall require all employees who may perform services under this contract to conduct themselves in a courteous, professional manner. If the Contractor is notified by the Contract Officer that any person engaged upon the work is incompetent, unfaithful, disorderly, discourteous, or otherwise unsatisfactory, then such person shall be discharged from providing services or work pursuant to this contract. Without limiting the generality of the foregoing, intimidation, threats and/or violent conduct of any kind or nature directed to members of the public are absolutely prohibited. Failure to comply with this requirement shall be grounds for termination of the contract.
48. The Contractor's performance may be evaluated on an ongoing basis including but not limited to consideration of complaints received from members of the public. In order to facilitate this evaluation, the Contractor shall provide the City with documents and records upon request. The Contractor shall further obtain from its employees authorization that appropriate City personnel may obtain all available criminal offender information ("CORI") from the Criminal History Systems Board. A high number of unresolved complaints, any number of complaints that are particularly severe, or employment of individuals who have been convicted of assault or other violent crimes shall be grounds for the early termination or non-renewal of the contract by the City.
49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term "responsible bidder" means "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance." Consistent with its duty to maintain public order and promote public safety, the City has determined that this contract is of a type and nature so as to be particularly sensitive due, at least in part, to the contractor's inherent access and dealings with the members of the general public. Therefore, the City has concluded that additional scrutiny is justified as it determines whether a particular bidder is responsible, having the integrity and reliability to properly perform the requested services. This may entail consideration of the contractor's system of oversight, training and supervision of its employees, including but not limited to its requirement of a high standard of customer service and courtesy in its dealings with the public. The bidder's care and diligence in hiring and assigning its employees will also be considered. In making its determination, the City reserves the right to examine any and all information at its disposal, including but not limited to prior City contracts, the experiences and information obtained from current and former customers (whether identified by the bidder as references or not), as well as other sources available to the City, including but not limited to court documents, newspapers, financial reports (such as DUNS), and certain police data and reports.
50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees, shall not engage in any behavior, whether during the course of its duties under this contract or at any other time, that is illegal, criminal or otherwise shocking or offensive to the general public. The determination whether any particular behavior is illegal, criminal or shocking to the general public shall rest in the sound judgment of the Contracting Officer or the City Manager. In making such determination, the Contracting Officer or the City Manager shall apply the general standards of the community. No criminal conviction or formal charges shall be required to make such determination. Such behavior need be something more than trivial and something which would cause the general public to have concerns either about the safety of individuals coming in contact with the Contractor or about the character and integrity of the individuals with which the City does business. Violation of this provision shall be grounds for immediate and unilateral termination of this contract by the City upon five days' notice as otherwise provided herein.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship

Name of Owner \_\_\_\_\_

Business Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

Home Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

(2) If a Partnership  
Full names and addresses of all partners

<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Business Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Tel. No. \_\_\_\_\_

(3) If a Corporation

Full Legal Name \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Qualified in Massachusetts ? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Admitted in Massachusetts ? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

NOTE

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

F.I.D. Number of bidder \_\_\_\_\_

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER \_\_\_\_\_ TITLE \_\_\_\_\_  
PLEASE SIGN

DATE \_\_\_\_\_ BID SECURITY \$ \_\_\_\_\_

The name of Customer Service Representative and the Contract Administrator responsible for servicing this account in the event of contract award are:

NAME (PLEASE PRINT) *Customer Service Rep.* \_\_\_\_\_ TEL. NO. \_\_\_\_\_

NAME (PLEASE PRINT) *Contract Administrator* \_\_\_\_\_ TEL. NO. \_\_\_\_\_

FAX NUMBER \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL (Customer Service Rep.): \_\_\_\_\_

E-MAIL (Contract Administrator): \_\_\_\_\_

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

" The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print) \_\_\_\_\_

Name of Person Signing Bid

\_\_\_\_\_  
Signature of Person Signing Bid

\_\_\_\_\_  
Company

**No award will be made without vendor certification of the above.**

Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. WE MUST KNOW WHAT HAS BEEN OFFERED.

The quantities shown herein are estimated only and the Contractor will be required to furnish all quantities ordered by the City during the period of the contract.

YES ☒ NO ☐

Delivery to be made to: As required by the City of Worcester

This Bid includes addenda numbered \_\_\_\_\_

**NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING!**

**BIDDER TO COMPLETE ITEMS BELOW**

Item No.	Estimated Quantity	Description	Mfg.	Model No.	Unit Price	Total Amount
		Furnish all labor, materials and equipment necessary and proper for water sampling and testing services as per attached requirements and specifications of the City of Worcester Public Schools				See Pricing / Specification Pages

TERMS, PROMPT PAY DISCOUNT \_\_\_\_\_% 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN as required DAYS FROM DATE OF NOTIFICATION BY THE CITY.

NAME OF BIDDER \_\_\_\_\_

## **DISCLOSURE OF CONTRACT RENEWAL**

This contract may be renewed for a second and third year at the sole discretion of the City of Worcester, the option of which will be determined at the end of the current contract year.

In no event will increase exceed \_\_\_\_\_ % for the second contract year.  
**(TO BE COMPLETED BY BIDDER)**

In no event will increase exceed \_\_\_\_\_ % for the third contract year.  
**(TO BE COMPLETED BY BIDDER)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

IF VENDOR DOES NOT WISH TO BE CONSIDERED FOR A SECOND OR THIRD YEAR OPTION,  
PLEASE INDICATE BY CHECKING THIS BOX: ☐

### **IMPORTANT**

**It is understood and agreed, that failure by the bidder to complete the above increase statement, it is the bidders intent to accept a second and third year option at zero (0) percent increase.**

**All other Terms and Conditions to remain the same.**

<p style="text-align: center;"><b>Worcester Public School - Invitation to Bid</b> <b>Drinking Water Sampling and Testing for the Worcester Public Schools</b> <b>December 2024</b></p>
--

**Table of Contents**

**Content**

I.	Description of Services	
A.	Project Scope of Work (SOW)	1
B.	Sampling Program Requirements	4
C.	Initial Planning Meeting	7
II.	Required Bidder Qualifications and Experience	8
III.	Required Bidder Information	9
IV.	Bid Evaluation Procedures	10

**Appendices:**

1.	Appendix #1: Fixture Location Codes	13
2.	Appendix #2: Sample MassDEP Chain of Custody (COC) Forms to be Used by the Awardee	14
3.	Appendix #3: Example Sampling Plan to be Used by the Awardee	17
4.	Appendix #4: Collecting Water Samples – MassDEP Protocols	18
5.	Appendix #5: Sample Label Template	20
6.	Appendix #6: Bid Pricing Sheet	21
7.	Appendix #7: WPS Building List	22

## WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing

### I. Description of Services: A. Project Scope of Work (SOW)

The Worcester Public Schools (WPS) is seeking an Awardee to both sample and analyze lead and copper in drinking water from fixtures in 53 WPS buildings in accordance with the Massachusetts Lead Contamination Control Act (LCCA). Awardee may either have an in-house analytical laboratory or may contract with one. All samples for the duration of the project must have the analyses completed by the analytical laboratory(s) identified in the proposal. The 53 buildings will be tested over three years in three testing cohorts, excluding Head Start buildings, that will be tested every year.

The Awardee must utilize the MassDEP's electronic LCCA Program Management Tool. This program also requires the use of forms generated from this tool as listed in *I. Description of Services: B. Sampling Program Requirements*.

Please note that although the Awardee will be required to use the MassDEP LCCA Program Management Tool, WPS will be solely responsible for all other communications with MassDEP regarding any and all water testing activities for this project. The Awardee will not represent WPS regarding any aspect of implementation of WPS' sampling and testing program. The Awardee may consult with MassDEP regarding technical issues related to the use of tool, if needed.

#### A. The Bidder Must Provide Adequate Personnel Capacity

1. The Bidder will provide an adequate number of technicians to conduct the sampling to maintain sampling schedule and allow for complete sampling of a building (including any buildings with a large number of fixtures). The bidder must provide a Project Manager that serves as a point person for WPS to coordinate with throughout the project. WPS will provide point people at each building to provide access to each building, and to accompany and/or direct the technicians when on-site.

#### B. Buildings Where Fixtures will be Sampled

1. Fixtures will be sampled in 53 WPS school buildings and Early Education and Childcare Facilities (EECF). Some of the facilities where sampling will take place are leased by WPS. Per MassDEP recommendation, the 53 buildings will be split into three testing cohorts to comply with re-sampling every three years. Head Start buildings will be tested every year per new legislation regarding the program.
2. Please see *Appendix #7: WPS Building List*.

#### C. Fixtures to be Sampled

1. The sampling program includes plumbing fixtures listed in each WPS building sampling plans for the 53 buildings. WPS will provide a spreadsheet with the location IDs, types of fixtures, and fixture locations to be sampled to the Awardee at the first planning meeting.

WPS will also provide building layouts (when available) for the buildings with the locations and location codes of the drinking water fixtures identified to the Awardee of this bid.

## **WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing**

### **D. Sampling Protocols**

1. WPS requires the Awardee to use MassDEP's sampling protocols as summarized in *Appendix #4: Collecting Water Samples – MassDEP Protocols* of this bid specification.

In addition, WPS has provided the guidance in section *I. Description of Services: B. Sampling Program Requirements*, of this bid specification, to assist in project planning and estimating a quote.

2. All vendors entering buildings must notify designated WPS contact to obtain entry to building

### **E. Project and Sampling Schedule**

#### **1. Project Term Length**

- The work described in this bid will start within 5 days of purchase order receipt on the schedule listed in *I. Description of Service: B. Sampling Program Requirements*.
- All project activities and required deliverables must be completed, and invoices and paperwork submitted by June 20, 2025.

2. Sampling Activities - must be completed by May 30, 2025. Please see the schedule in section *I. Description of Service: B. Sampling Program Requirements*.

3. The tools referenced in subsequent sections of the Bid Specification have either been provided in the Bid Specification, appendices, or will be provided after the bid has been awarded to enable the Awardee to efficiently schedule project activities.

- WPS will provide an electronic map with the WPS schools identified to the Awardee with the list of the majority of schools for scheduling & logistics purposes.

### **F. Provision of Sampling Kits and Transport of Samples to the Analytical Laboratory for Testing:**

#### **1. Awardee Requirements**

- Please see section *I. Description of Service: B. Sampling Program Requirements* for specifications.
- See *Appendix #5: Sample Label Template*.
- WPS estimates that it will need approximately 7,600 sampling containers and labels (1,900 fixtures x 4 samples per fixture).

#### **2. Awardee will:**

- Have the sampling technicians bring the containers and all related required paperwork (e.g., Chain of Custody and sampling plan) required to do sampling on the day that they are conducting the sampling.

## **WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing**

- Have sampling technicians take the samples with them immediately for delivery to the lab when sampling is completed for each building. Sampling technicians are responsible for meeting storage requirements to maintain sample integrity until the samples are delivered to the lab.
- Ensure samples are delivered to the lab in a timely way to ensure integrity of the samples.

### **G. Analytical Lab Capacity and Analysis Required**

1. The Analytical Laboratory must be a MassDEP Certified Laboratory certified for the analysis of lead and copper in potable water from WPS schools and EECFs.
2. During the project, the laboratory shall maintain the necessary capability and capacity to provide laboratory services, within the agreed-upon turnaround times, for each group of samples accepted by the laboratory.
3. The Analytical Laboratory should have one project manager who will be directly responsible for the management of the WPS samples.

### **H. Reporting Test Results**

1. The Awardee must report the lead and copper analysis results for an individual school/EECF using the MassDEP *LCCA Program Management Tool*:  
<https://script.google.com/a/macros/madwpdep.org/s/AKfycbxP99K-Cd5B3ioE7nswN0peOEndcGrXwVk6zJcS5iHxzGO55B1k/exec>
2. The Awardee's lab must provide data results to Awardee and WPS within 10 business days upon receipt of the samples at the lab.
3. The lab must upload data to MassDEP reporting Tool within 5 days of obtaining test results.

### **I. Invoicing**

1. The Awardee must provide invoices that show the school/EECF name and Org code and include all sample analyses for that school.
2. The Awardee must provide invoices that reflect billing per sample for the analysis of both copper and lead.
3. All invoices must be emailed to accounts payable –  
[wpsacctspayable@worcesterschools.net](mailto:wpsacctspayable@worcesterschools.net)
4. All invoices must be submitted to WPS no later than June 20, 2025.
5. All invoices must include service dates.

## WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing

### I. Description of Services: B. Sampling Program Requirements

The following chart and appendices specify the requirements of this contract. It is broken down into specific criteria for both the Awardee and WPS:

<b>Project Requirements</b>	<b>Awardee Roles and Responsibilities</b>	<b>WPS Roles and Responsibilities</b>
<b>1. Sampling Plan</b>	Conduct sampling activities based on sampling plans provided for each designated WPS building.	WPS will provide the sampling plan for planning purposes.
<b>2. Sampling Schedule</b>	<p>Although WPS anticipates the sampling schedule to involve time on Saturdays, non-school days (e.g., school vacations), and some early mornings prior to schools opening on weekdays (for the schools that have approximately 12 fixtures), any schedule established at the initiation of the project may need to be adjusted for inclement weather for other unforeseen circumstances. Any adjustment to the following schedule must be in coordination with and based on WPS Project Manager approval.</p> <p>Any rescheduling must be completed within 24 hours after a cancellation:</p> <ul style="list-style-type: none"> <li>• The Awardee is not responsible for specified time limits if WPS is responsible for a delay.</li> <li>• The Awardee will be responsible to document communications with school building representatives regarding any delays caused by WPS or schools.</li> <li>• Time limits in the schedule may be modified, subject to approval by the WPS Project Manager.</li> </ul>	<p>WPS will provide the sampling schedule.</p> <p>WPS will coordinate Awardee access to the building for sampling.</p>
<b>3. Sampling Paperwork</b> (WPS will provide all available paperwork)	<p>Awardee must use and maintain the proper MassDEP <i>Chain of Custody Form</i> and <i>Sampling Plan</i> for all samples to collect all required data.</p> <p>Please see:</p> <p><i>Appendix #2: Sample MassDEP Chain of Custody Forms to be Used by the Awardee</i></p> <p><i>Appendix #3: Sample Sampling Plan to be Used by the Awardee</i></p>	WPS will provide the Awardee with Sampling Plan, COC, and if available, a building layout with fixtures identified by numbers and fixture location codes.

## WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing

Project Requirements	Awardee Roles and Responsibilities	WPS Roles and Responsibilities
<b>4. Sample Container Labels</b>	Awardee records the following information on the label (which must be provided by the Awardee and can be preprinted), see <i>Appendix #5: Sample Label Template</i>	WPS will provide the Org codes (DOE ID#) for all the WPS buildings.
<b>5. Sampling Kits</b>	<p>On the day of sampling, the Awardee shall bring sample bottle kits specific to each sampling location.</p> <p>There are to be no deviations in sampler type. A typical sample bottle kit could include:</p> <ul style="list-style-type: none"> <li>a. properly-sized sample cooler/container,</li> <li>b. pre-labeled 250 ml, wide mouth, sample bottles suitable for the sample matrix and analytical method,</li> <li>c. preservatives appropriate for the analyses being performed, if required,</li> <li>d. trip blanks, field blanks, and any other required quality control samples,</li> <li>e. a system to ensure samples are temperature controlled, if needed,</li> <li>f. sufficient packing material to prevent breakage during return shipping, and</li> <li>g. sampling plan and chain of custody forms.</li> </ul>	WPS will provide the building layout with the fixtures identified (when available), sampling plans and chain of custody forms no later than 24 hours prior to the sampling day start time.
<b>6. Sampling Protocols</b>	<p>The Awardee will take primary and 30 second flush samples.</p> <p>Awardee will follow MassDEP sampling protocols. See <i>Appendix #4: Collecting Samples – MassDEP Protocols</i> for MassDEP sampling protocols.</p>	WPS will provide a WPS point person on site on each day of sampling.
<b>7. Analytical Laboratory</b>	<p>Accurate and complete analytical results shall be submitted to the Awardee within the standard turnaround time, or within an alternate turnaround time when requested by WPS and agreed upon by the Analytical Laboratory. Standard turnaround time for analyses will be no more than 10 business days from sample arrival at the laboratory.</p> <p>LABORATORY ERROR - If test results are invalid due to laboratory error or do not meet other MassDEP submission requirements, sampling, reanalysis and</p>	WPS to provide adequate time for Awardee to conduct additional sampling when WPS has requested it.

## WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing

Project Requirements	Awardee Roles and Responsibilities	WPS Roles and Responsibilities
	resubmittal of report(s) shall be performed at no cost to WPS.	
<b>8. Water Analysis</b>	Analyze all water samples for both lead and copper.	
<b>9. Data Reporting</b>	<p>Report the lead and copper analysis results for an individual school/EECF by:</p> <ol style="list-style-type: none"> <li>1. Using the <i>LCCA Program Management Tool</i>, an online tool for tracking and reporting sample locations, test results, &amp; actions taken at schools on MassDEP's website:  <a href="https://script.google.com/a/macros/madwpdep.org/s/AKfycbxP99K-Cd5B3ioE7nswN0peOEndeGrXwV6zJcS5iHxzGO55B1k/exec">https://script.google.com/a/macros/madwpdep.org/s/AKfycbxP99K-Cd5B3ioE7nswN0peOEndeGrXwV6zJcS5iHxzGO55B1k/exec</a></li> <li>2. Providing WPS an electronic and/or a hard copy of lab data reports and a data summary spreadsheet.</li> <li>3. Providing analysis method used.</li> <li>4. Providing results within 10 business days after receiving the samples.</li> </ol>	<p>WPS will provide the WPS Pin Number (DOE ID#) for the MassDEP sampling tool for use by the Awardee Project Manager and the laboratory Project Manager.</p> <p>WPS will review data results.</p>
<b>10. Project Reports</b>	<p>The Awardee will provide progress reports each week. The day reports are due each week, and the report format will be decided at the initial Planning Meeting.</p> <p>The Awardee will provide a final project report 10 business days after the final upload to the MassDEP Reporting Tool.</p>	<p>The WPS Project Manager will review reports and will be available to discuss project issues (e.g., scheduling, building access, etc.).</p>

## **WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing**

<b>I. Description of Services: C. Initial Planning Meeting</b>
--

**Prior to commencement of contractual obligations, an initial meeting with the WPS Project Manager will be held 5 days after the receipt of the Purchase Order to discuss:**

1. The SOW program, schedule, and critical project milestones.
2. Day of the week and format of the progress reports.
3. The Awardee organization chart and role of the Awardee's personnel, including the Awardee's Project manager, the Lab Project Manager, and WPS' Project Manager.
4. Forms of communication between WPS and Awardee for planning and sampling activities.
5. Materials that WPS is responsible to prepare and provide in advance of sampling activities (e.g., chain of custody, sampling plan, school contact person for day of sampling, proposed sampling schedule and locations, school Org codes, etc.).
6. The sampling process and review of related paperwork (e.g., sampling plans, chain of custody forms).
7. Logistics for coordinating with WPS Project Manager, on-site staff, and accessing buildings for sampling.
8. Requirements and process for submitting data through MassDEP eDEP drinking water LCCA tool.
9. Rescheduling logistics.

## WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing

### II. Required Bidder Qualifications and Experience

**The Bidder shall have been regularly engaged in the business of providing analytical services for minimum of three years.**

- The Bidder must have provided drinking water sampling and testing services to at least three large school districts (between 25-50 buildings in a single district).
- The Bidder must have the capacity to provide drinking water sampling services to large school districts.
- The Bidder's Project Manager must have a minimum of three years' experience conducting drinking water sampling programs in large school districts.
- The Bidder must have at least three years' experience using the MassDEP school electronic LCCA Program Management Tool.
- The Bidder must have worked with and is able to identify a Massachusetts certified analytical laboratory that they will use to perform the sample analyses that has:
  - Five or more years of experience performing lead and copper testing in drinking water.
  - A standard turnaround time of 10 business days or less.
  - The capacity and staffing to accept up to 500 samples a day, if necessary, and to perform the required analysis within the ten-day turnaround time.

## WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing

### III. Required Bidder Information

All proposals should clearly state/include the following information. The Evaluation Summary will list the following requirements in a checklist in *IV. Bid Evaluation Procedures*:

1. Organizational Information
  - a. Name and address of company.
  - b. An organizational chart - for the proposed project team with the Bidder's Project Manager identified who shall serve as the single point of contact for the entire duration of the project.
  - c. Resume - for Project Manager.
  - d. A description of key team member responsibilities.
  - e. A description of how the team and key personnel of the primary bidder and any subcontractors will interact with all parties involved in the project.

Note: After the award of the project, any changes to key personnel must first be submitted, along with their qualifications and experiences, for approval to the WPS Project Manager before substitution can occur.
2. Experience supporting the Bidder's experience with any projects of similar magnitude.
  - a. Bidder's references - a list of at least three client references and their contact information. References will be contacted at WPS' sole discretion.
  - b. A brief summary of at least three types of qualifying projects that performed similar work for a client of a similar size.
3. Subcontractors - If the Bidder plans to subcontract any of the work (e.g., sampling technicians, analytical lab, etc.) described in the Scope of Work, the Bidder must also complete all proposal requirements for the subcontractor.
4. Bid Pricing Sheet - with an all-inclusive fixed fee for a drinking water sample that includes all project costs: project administration, travel, labor, lab fees, etc., and all other costs necessary to complete the project services.

## WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing

### IV. Bid Evaluation Procedures

The Bidder must meet capacity and relevant experience requirements to service a large school district for sampling and analyzing drinking water samples for copper and lead utilizing the MassDEP LCCA Program Management Tool. The Bidder must provide the following information in the Bid Submission:

- ☐ ***The Bidder must provide organizational information:***
  - ☐ An organizational chart for the proposed project team with the Project Manager identified.
  - ☐ A resume with pertinent qualifications and experiences of the Bidder's Project Manager, including experience on similar projects.
  - ☐ A description of key team members and their project responsibilities.
  - ☐ A description of how the team and key personnel of the primary bidder and any subcontractors will interact with all parties involved in the project.
- ☐ ***The Bidder must document that they have been regularly engaged in the business of providing drinking water sampling and analytical services for at least three years:***
  - ☐ Three qualifying references for similar work that provides names and phone numbers of individuals who can provide information related to project scope, work quality and cost control.
- ☐ ***The Bidder must provide evidence that they have the resources, including management and organizational capabilities, and personnel to conduct a project of this size (25 to 50 buildings).***
  - ☐ A summary of at least three types of qualifying projects where the Bidder performed similar services for a client of a similar size.
- ☐ ***The Bidder must attest that they have used the MassDEP electronic drinking water database (LCCA Program Management Tool) for uploading school test data).***
  - ☐ Provide a brief summary of experience using the Tool.
- ☐ ***The Bidder must provide documentation of Analytical Lab capacity and quality which has:***
  - ☐ Five or more years of experience performing lead and copper testing in drinking water.
  - ☐ A standard turnaround time of 10 business days or less.
  - ☐ The capacity to process up to 500 samples per day for lead and copper.
  - ☐ A description of how the Lab team will interact with the Bidder and with WPS.

## **WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing**

### **VII. Bid Evaluation Procedures, Continued**

- ☐ ***The Bidder must complete the following information for any subcontractors or project partners:***

#### **Subcontractor ☐ or partner ☐:**

- ☐ Name and address of company.
- ☐ A Project Manager who shall be the single point of contact for the subcontract or partnership should be identified and a resume attached.
- ☐ A summary of experience supporting their experience with any projects of similar magnitude.
- ☐ References - a list of at least three client references and their contact information who can provide information related to project scope, work quality and cost control. References will be contacted at WPS' sole discretion.

- ☐ ***The Bidder must provide the following document:***

- ☐ A completed *Appendix # 6: Bid Pricing Sheet*.

# **APPENDICES**

**WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing**

<b>Appendix #1: Fixture Location Codes</b>
--

DW= drinking water bubbler

WC = water cooler (chiller unit)

CF = classroom faucet

KC = kitchen faucet, cold

KK = kitchen kettle [designate cold or hot in Location Name]

KI = kitchen ice maker

EC = home economics room, cold

BF = bathroom faucet [designate cold or hot in Location Name]

NS = nurse's office sink [designate cold or hot in Location Name]

SC = service connector

OT = other - bottle fillers, and sinks in SPED, libraries, principal's office, teacher's lounges, etc.

## WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing

### Appendix #2: Sample MassDEP Chain of Custody (COC) to be Used by the Awardee

Please find a blank COC form on page 16 and a completed COC examples on page 17.

- The Awardee must use the preprinted COC form provided by WPS (which was generated from the MassDEP website).
  - A list of sampling locations and codes will be pre-populated on the COC form.
  - The location codes listed on the COC form must match the location codes on the bottles.
- Using the COC:
  - Enter the name(s) of the sampler(s) and have them initial next to their names.
  - If a fixture is out of service, do not turn it on to sample it. Cross off the location name and make a note that it is out of service.
  - Enter the first draw or flush codes “P” or “F.” The flush time is always 30 seconds.
  - The sampler initials each row.
  - Enter the following information on the label and COC – date and time of draw, and any issues such as colored water, dripping, low water pressure, etc.
  - If numerous locations are discovered that are not listed on the form, they can be added.
    - If more rows are needed for additional locations, take a blank form (first page of *Appendix #2: Sample MassDEP Chain of Custody Forms to be Used by the Awardee*) and complete it.
    - New location codes, location times, the next sequential number will need to be added. For example, if the list of pre-filled sample location codes ends at “070F,” the next two samples are “071P” and “071F.”
    - If the COC form only lists a primary sample “P” for a location, a flush sample for the same location can be added at the bottom of the form (using the same location code and adding (F) for flush.
  - Complete the COC form by signing the “Relinquished By” with “Date/Time” and “Received By” with “Date/Time” spaces with the shipping company, or the laboratory personnel if you deliver directly.
  - Although MassDEP requires samples to be delivered to the lab within 14 days of collection for proper testing, WPS requires a shorter turnaround time in order to have results within 10 days.

# WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing

## Appendix #2: Sample MassDEP Chain of Custody (COC) to be Used by the Awardee

### MassDEP Drinking Water Lead Contamination Control Act (LCCA) Chain Of Custody

Lab Job #:		Report Information Data Deliverables: eDEP Upload		Date Received in Lab:	
------------	--	---	--	-----------------------	--

TA Provider Information			Project Information			School/Daycare Type										
Client:			School Org Code #:			Schools	Public School									
Address:			School Name:				Charter School									
			School Address:				Charter Alternative Ed Program									
Phone:							Public Alternative Ed Program									
Fax:							Special Education School									
Email:						Daycares	Private									
Turn-Around Time			School Town:				Small Group and School Age									
							Large Group and School Age									
Standard			Due Date:			Other:										
Rush (requires pre-approval)			Time:													
Other Project Specific Requirements / Comments / Detection Limits						Samplers Name		Initials		S A M P L E  I N I T I A L  S A M P L E  M A T R I X  L E A D  C O P P E R  F I N I S H E D  T o t a l  B o t t l e s						
Sample Filtration:			X None													
Preservation:			X None in field (at lab)													
Lab ID(Lab Use Only)	Location Code **	Location Type *	Flush Time *	Location Name	Collection Date and Time		DW	X	X	X	1					
							DW	X	X	X	1					
							DW	X	X	X	1					
							DW	X	X	X	1					
							DW	X	X	X	1					
							DW	X	X	X	1					
							DW	X	X	X	1					
							DW	X	X	X	1					
							DW	X	X	X	1					
							DW	X	X	X	1					
							DW	X	X	X	1					
							DW	X	X	X	1					
							DW	X	X	X	1					
							DW	X	X	X	1					
							DW	X	X	X	1					
							DW	X	X	X	1					
							DW	X	X	X	1					
**Location Code Logic: Number the sites within a school Org Code sequentially, 001, 002, 003, etc. Append "P" for First Draw sample and "F" for Flush sample.			* Location Type: DW= drinking water bubbler WC = water cooler (chiller unit) CF = classroom faucet KC = kitchen faucet, cold KK = kitchen kettle KI = kitchen ice maker EC = home economics room, cold NS = nurse's office sink SC = service connector OT = Other Location			* The LCCA Project requires laboratories to report results to the MassDEP Drinking Water Program using the eDEP Bulk Upload tool. For more information about the eDEP Bulk Upload tool please visit: <a href="http://www.mass.gov/eea/agencies/massdep/service/online/water-quality-monitoring-reports-edep-faqs.html#instructionseDEPlink">http://www.mass.gov/eea/agencies/massdep/service/online/water-quality-monitoring-reports-edep-faqs.html#instructionseDEPlink</a>			Container Code: P = Plastic  Preservation Code: A = None C = HNO3  Sample Matrix Code: DW (Drinking Water)		Container Type  Preservative		P  A		Please PRINT clearly and legibly.  Page ____ of ____	
Relinquished By			Date/Time			Received By			Date/Time							
LCCC revision 6/14/2017																

# WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing

## Appendix #2: MassDEP Drinking Water Lead Contamination Control Act (LCCA) Chain of Custody

2016/10/22

### MassDEP Drinking Water Lead Contamination Control Act (LCCA) Chain Of Custody

Lab Code: <input type="text"/>		Result Reference: <input type="text"/>		eDEP Upload: <input type="text"/>		Lab: <input type="text"/>					
TA Provider Information				Project Information							
Client:		School Org Code #:		School Name:		School District Type:					
Address:		School Address:		Worcester: Chandler Magnet 525 Chandler Street WORCESTER, MA 01602		Public School					
Phone:		School Town:		WORCESTER		Charter School					
Fax:		Project Manager:				Charter Alternative Ed Program					
Email:						Public Alternative Ed Program					
Turn Around Time:						Special Education School					
Standard:						Private					
Due Date:						Small Group and School Age					
Time:						Large Group and School Age					
Other Project Specific Requirements / Comments / Deviation Log(s)				Sampling Name:		Analysis:					
				Jim		ANALYSIS					
						SAMPLERS					
						SAMPLER					
						LEAD					
						COPPER					
						FINISHED					
						30 SEC					
Sample Filtration: <input type="text"/>				None							
Preservation: <input type="text"/>				None in field (at lab)		October 22, 2016					
Lab ID (Lab Use Only)	Location Code **	Location Type *	Flush Time *	Location Name	Collection Date and Time	DW	X	X	X	1	
	001P	CF		A Wing 1st Floor Room 114	out of service	DW	X	X	X	1	
	001F	CF		A Wing 1st Floor Room 114	out of service	DW	X	X	X	1	
63473	001P	CF		A Wing 1st Floor Room 114	7:37	DW	X	X	X	1	
63474	001F	CF	30 sec	A Wing 1st Floor Room 114	7:38	DW	X	X	X	1	
	001P	CF		A Wing 1st Floor Room 106	7:43	DW	X	X	X	1	
	001F	CF		A Wing 1st Floor Room 106	7:44	DW	X	X	X	1	
63475	004P	CF		A Wing 1st Floor Room 106	7:45	DW	X	X	X	1	
63476	004F	CF	30 sec	A Wing 1st Floor Room 106	7:46	DW	X	X	X	1	
	004P	CF		A Wing 1st Floor Room 106 & 107		DW	X	X	X	1	
	004F	CF		A Wing 1st Floor Room 106 & 107		DW	X	X	X	1	
63477	006P	CF		A Wing 1st Floor Room 107	7:49	DW	X	X	X	1	
63478	006F	CF	30 sec	A Wing 1st Floor Room 107	7:50	DW	X	X	X	1	
63479	007P	CF		A Wing 1st Floor Room 107	7:51	DW	X	X	X	1	
63480	007F	CF	30 sec	A Wing 1st Floor Room 107	7:52	DW	X	X	X	1	
*Location Code Logic: Number the sites within a school Org Code sequentially: 001, 002, 003, etc.				*Location Type: DW = drinking water building WC = water cooler (chiller unit) CF = classroom faucet KC = kitchen faucet, cold KK = kitchen ice maker EC = home economics room, cold BF = bathroom faucet NS = nurse's office sink SC = service connector OT = Other Location				*The LCCA Project requires laboratories to report results to the MassDEP Drinking Water Program using the eDEP Bulk Upload tool. For more information about the eDEP Bulk Upload tool please visit: <a href="http://www.mass.gov/dep/agents/massdep/online/water-quality-monitoring-reports-edep-log">http://www.mass.gov/dep/agents/massdep/online/water-quality-monitoring-reports-edep-log</a> HHSInstructionsCEPlink			
*First Draw or Flush: P - First Draw F - Flush A - Sample A Kettle or Ice Maker B - Sample B Kettle or Ice Maker C - Sample C Kettle or Ice Maker D - Sample D Kettle or Ice Maker E - Sample E Kettle				Container Code: P = Plastic Preservation Code: A = None C = Inert Sample Matrix Code: DW (Drinking Water)				Please PRINT clearly and legibly.			
Flush Time: Indicate length of time flushed (30 s)				Relinquished By: <i>Jim</i> Date/Time: <i>10/22/16 9:52</i>				Received By: <i>Kevin</i> Date/Time: <i>10/22/16 9:52</i>			
				Relinquished By: <i>Kevin</i> Date/Time: <i>10/24/16 12:30</i>				Received By: <i>Kevin</i> Date/Time: <i>10/24/16 14:00</i>			
LCCC revision 8/6/2016											

## WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing

### Appendix #3: Example Sampling Plan to be Used by the Awardee

*Note that this form is provided to assist with locating the fixtures.*

Org Code: 03480052

School Name: Chandler Magnet

Street Address: 525 Chandler Street,

Contact Name:

Location Code	Location Type	Location Name	Comments	
001P	CF	A Wing 1st Floor Room 114		
001F	CF	A Wing 1st Floor Room 114		
002P	CF	A Wing 1st Floor Room 114		
002F	CF	A Wing 1st Floor Room 114		
003P	CF	A Wing 1st Floor Room 108		
003F	CF	A Wing 1st Floor Room 108		
004P	CF	A Wing 1st Floor Room 108		
004F	CF	A Wing 1st Floor Room 108		
005P	CF	A Wing 1st Floor Between Room 108 & 107		
005F	CF	A Wing 1st Floor Between Room 108 & 107		
006P	CF	A Wing 1st Floor Room 107		
006F	CF	A Wing 1st Floor Room 107		
007P	CF	A Wing 1st Floor Room 107		
007F	CF	A Wing 1st Floor Room 107		

## WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing

### Appendix #4: Collecting Water Samples – MassDEP Protocols

#### From Sinks and Fountains

- **General:**

- Clean hands by using hand sanitizer upon entering the building.
- Containers should not be opened until Awardee is ready to collect the sample.
- Sampling containers that have been compromised in any way (e.g., by being touched on the threads or the interior surfaces), must not be used.
- If the tap has an aerator or screen at the end of the tap, do not remove it before taking samples.
- Information to collect on the label and the COC – date and time of draw, and any issues such as colored water, dripping, low water pressure.
- Only sample cold water taps.
  - If a fixture just has one handle for both hot and cold, move the handle as far to the cold side as possible before turning on.
  - Also make a note that there is only one handle.
- Awardees will take primary (P) and 30 second flush (F) samples.

- **First Draw:**

- Try to not allow any water to flow down the drain before filling the container.
- Place the container under the cold-water faucet or fountain that is being tested and collect 250 ml of water.
- Fill the container without overflowing the bottle and cap it.

- **Collect a 30 Second Flushed Sample:**

- After the first sample, let the cold water run down the drain for 30 seconds.
- Fill a second 250 ml container and cap it.

- **If there is more than one fixture on a unit, sample from left to right.**

- Collect a primary sample on all the fixtures.
- Only flush the final fixture sampled. Examples illustrated below:



(P-P-P-F)



(P-P-F)

## WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing

### Appendix #4: Collecting Water Samples – MassDEP Protocols, Continued

#### From Ice Making Machines

**Initial Screening Sample (A)** - test ice machines wherever located throughout the district.

- Follow instructions for kitchen/faucets above.
- Fill a suitable container (250 mL [or larger with a line denoting 250 mL], wide-mouthed bottle or other container) provided by the laboratory at least three-quarters full of ice.
- Use a non-metal scoop or disposable plastic gloves (provided by the laboratory) to place the ice in the container. *Do not touch the ice with your hands.*

**If a Follow-Up Sample (B) is required by WPS based on a test result that exceeds the recommend threshold, the protocols are as follows:**

- Disconnect the ice maker from the plumbing and look for a screen at the inlet. Remove the screen. If debris is present on the screen, forward a sample (Sample C) of the debris in a new/unused zip lock bag to the laboratory for analysis and clean out the remaining debris (on the screen or behind the screen in the pipe).
- Collect a sample (B) from the disconnected plumbing as close to the ice maker as possible. If a sample tap or valve is available, the sample can be obtained from the sample tap. Collect the sample immediately after opening the tap or valve. Fill the sample container with 250 mL of water. After taking Sample B, flush the piping for thirty seconds and then fill a second sample container with 250 mL of water (Sample D - Instruct the lab to test Sample D only if Sample B is greater than 0.001 mg/L).
- If no tap is available, note that.

**WPS Invitation to Bid - ICCA Drinking Water Sampling and Testing**

**Appendix 5: Sample Label Template**

School: Org Code: Location Code: _____  Date: ____/____/2025      Time: ____:____  First Draw: P                      Flush: F  Sampler Name:	School: Org Code: Location Code: _____  Date: ____/____/2025      Time: ____:____  First Draw: P                      Flush: F  Sampler Name:
School: Org Code: Location Code: _____  Date: ____/____/2025      Time: ____:____  First Draw: P                      Flush: F  Sampler Name:	School: Org Code: Location Code: _____  Date: ____/____/2025      Time: ____:____  First Draw: P                      Flush: F  Sampler Name:
School: Org Code: Location Code: _____  Date: ____/____/2025      Time: ____:____  First Draw: P                      Flush: F  Sampler Name:	School: Org Code: Location Code: _____  Date: ____/____/2025      Time: ____:____  First Draw: P                      Flush: F  Sampler Name:
School: Org Code: Location Code: _____  Date: ____/____/2025      Time: ____:____  First Draw: P                      Flush: F  Sampler Name:	School: Org Code: Location Code: _____  Date: ____/____/2025      Time: ____:____  First Draw: P                      Flush: F  Sampler Name:

## WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing

### Appendix #6: Bid Pricing Sheet

**Complete the bid sheet:**

Please provide the Flat Rate per sample for Copper and Lead Testing

Item / Description	Estimated Annual Quantity*	Unit Price Per Sample	Total Price
Sample for Copper & Lead	7,600	\$	\$

\*Estimated annual quantity is for bid purposes only. Awardee shall maintain unit price for all quantities needed

## WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing

### Appendix #7: Building List – address

School	Address
1. Alternative School	11 McKeon Rd. 10610
2. Belmont Elem. School	170 Belmont St 01605
3. Burncoat High School	179 Burncoat St 01606
4. Burncoat Middle School	135 Burncoat St 01606
5. Burncoat Prep.	526 Burncoat St 01606
6. Canterbury Street Magnet	129 Canterbury St 01603
7. Chandler Elementary School	114 Chandler St 01609
8. City View Elem. School	80 Prospect St 01605
9. Claremont Academy (connected to Woodland Academy)	15 Claremont St 01603
10. Clark Street Elem. School	280 Clark St 01606
11. Columbus Park Elem. School	75 Lovell St 01603
12. Doherty High School	299 Highland St 01602
13. Elm Park Comm. Elem. School	23 N. Ashland St 01609
14. Fanning Building	24 Chatham St 01609
15. Flagg Street Elem. School	115 Flagg St 01602
16. Foley Stadium	305 Chandler St 01602
17. Forest Grove Middle School	495 Grove St 01605
18. Francis J. McGrath Elem.	493 Grove St 01605
19. Gates Lane Elem. School	1238 Main St 01603
20. Gerald Creamer Center	120 Granite St 01604
21. Goddard School / Science Tech	14 Richards St 01603

**WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing**

22. Grafton Street Elem. School	311 Grafton 01604
23. Greendale Head Start	130 Leeds St 01606
24. Harlow Street - Challenge/Reach	15 Harlow St 01605
25. Heard Street Elem. School	200 Heard St 01603
26. Jacob Hiatt Magnet Elem. School	772 Main St 01610
27. Lake View Elem. School	133 Coburn Ave 01604
28. Lincoln Elem. School	549 Lincoln St 01605
29. May Street Elem. School	265 May St 01602
30. Midland St. Elem. School	18 Midland St 01602
31. Millbury Street Head Start	389 Millbury St 01610
32. Mill Swan Head Start	337 Mill St 01602
33. Nelson Place Elem. School	35 Nelson Pl 01605
34. New Citizens Center, NCC Secondary School	1407A Main St 01603
35. Norrback Ave. Elem. School	44 Malden St 01606
36. North High School	140 Harrington St 01604
37. Quinsigamond Elem. School	14 Blackstone River Rd 01607
38. Rice Square Elem. School	76 Massasoit Rd 01604
39. Roosevelt Elem. School	1006 Grafton St 01604
40. South High School	170 Apricot St 01603
41. Sullivan Middle School	140 Apricot St 01603
42. Tatnuck Elem. School	1083 Pleasant St 01602
43. Thorndyke Rd. Elem. School	30 Thorndyke Rd 01602
44. Union Hill Elem. School	1 Chapin St 01604
45. University Park Campus School	12 Freeland St 01603

**WPS Invitation to Bid - LCCA Drinking Water Sampling and Testing**

46. Vernon Hill Elem. School	211 Providence St 01607
47. Wawecus Rd. Elem. School	20 Wawecus Rd 01605
48. West Tatnuck Elem. School	300 Mower St 01602
49. Woodland Academy – attached to Claremont School	93 Woodland St 01610
50. Worcester Arts Magnet School	315 St. Nicholas Av 01606
51. Worcester East Middle School	420 Grafton St 01604
52. Worcester Technical High School	One Officer Manny Familia Way 01605
53. Worcester Dual Language Magnet School	525 Chandler Street 0102