



**WINDHAM SCHOOL DISTRICT**  
**Windham Center School**  
**Windham, New Hampshire**  
**Well Water Filtration System for Drinking Locations**

## **Invitation to Bid and Instructions to Bidders**

**June 13, 2018**

### **INVITATION TO BID**

The Windham School District will receive sealed bids to furnish and install a complete turn-key water filtration system intended to provide filtered water to drinking water locations consisting of (9) bubblers, & (1) kitchen prep sink. The system shall remove all Per- & Polyfluoroalkyl Substances (PFAS) including PFOA/PFOS to non-detectable (ND) concentrations (<2 ppt). The system shall also remove all Arsenic to ND concentration (<0.001 ppm).

All work to be completed in coordination with the Roger Preston AND the Project Supervisor at Windham Center School located at 2 Lowell Road, Windham, NH 03087. Bidders shall consider that this project is to be completed, which includes obtaining acceptable post-testing water analysis, by **Aug 27<sup>th</sup>, 2018**.

### **INSTRUCTIONS TO BIDDERS**

1. Submit bids on the bid form enclosed herein and per the system descriptions and specifications on the following pages. In addition to the bid form, all bids should include the following:
  - Letter
  - Proposal
  - Specification Sheets
  - Corporate Leadership Summary
2. Bidders shall carefully examine the attachments and specification to obtain a comfortable understanding of the project scope and building conditions.
3. All project work shall be completed in coordination with Roger Preston and the Project Supervisor
4. A mandatory pre-bid meeting will be held on Mon, June 25, 2018 at 10am at the Windham Center School. Potential bidders must register in advance with Roger Preston via email to [rpreston@windhamsd.org](mailto:rpreston@windhamsd.org). Registration will be accepted up to 24 hours prior to the meeting. Only registered attendees will be permitted.
5. If you have any questions or concerns regarding this project, please contact Mr. Roger Preston, Facilities Manager at (603) 845-1550 ext. 1217 or [rpreston@windhamsd.org](mailto:rpreston@windhamsd.org). All questions must be submitted in writing on or before end of business Fri, June 29<sup>th</sup>, 2018. Questions and answers will be distributed electronically to all attendees before end of business Mon July 2<sup>nd</sup>, 2018.
6. End of business as referenced throughout this document shall mean 5pm EST.
7. The following pages will review the desired system scope and equipment specifications. It is the responsibility of the bidder to cross reference this information with information obtained during pre-bid meeting site visit and plans/specifications provided.
8. Equipment not specifically specified in this document will be at the bidders discretion, compatible with the specified equipment and subject to the School's approval.



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9. The School District reserves the right to accept or reject any or all bids in part or whole, whether from responsible bidders or otherwise, even though the bidder may not submit the lowest bid. The School District has sole discretion in determining the best interest of the district and to waive any informality deemed to be in the best interest of the School District. Bidders shall be responsible for any and all expenses that they may incur in preparing their bids.
  
10. Bid selection will be based on the following criteria:
  1. Qualifications/Experience of Contractor w/ Commercial Reverse Osmosis Systems
  2. Experience specifically related to PFAS treatment
  3. Quality of Proposal
  4. References
  5. Pricing
  6. Response Time
  7. Corporate Letter/Company Profile

**\*The School Board will have final decision on winning bidder.**

11. Faxed or electronic bids will **NOT** be accepted.
  
12. Submit bids in a sealed envelope, clearly marked, with 2 copies.

**“BID FOR Windham Center School Water Filtration - 2018”**  
**WINDHAM SCHOOL DISTRICT**

Send or hand deliver to:

Mr. William Hickey  
Business Administrator  
Windham School District  
SAU #95, 19 Haverhill Road  
Windham, New Hampshire 03087

10. BID CLOSING: **Monday, July 9th at 3:00PM.** Sealed bids will be opened in public immediately following the closing of bids in the SAU #95 Conference Room, 19 Haverhill Road, Windham, NH.



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## **SPECIFICATIONS & SCOPE OF THE WORK**

### **Water Filtration System Design & Specifications**

The water filtration system should consist of sediment pre-filter, reverse osmosis (RO) system, calcite/remineralizer tank, atmospheric storage tank, booster pump and ultra-violet (UV) lamp. Windham Center School is a registered Public Water System (PWS), NHDES ID#: 2545010.

- Sediment pre-filter will be 4x20" "Big Blue" housing, with pleated 5 micron cartridge filter insert, or equivalent. Please see attached spec sheet. Bidders shall provide (4) cartridge filter inserts within their bid price, (1 cartridge for startup, 3 spares)
- Reverse Osmosis (RO) System will be commercial unit, Kinetico TS600 – capable of 348 gpd or more at 45 Deg F to atmospheric pressure, 99% rejection rate (CaCO3) or higher, recovery ratio of 50% or higher, and contain permeate or clean water membrane flush cycle, or equivalent commercial unit. If bidding an equivalent, please provide production chart/curve showing temperature, pressure, and total dissolved solids (TDS) factors for review.
  - Membrane flush cycle must be permeate water, filtered water membrane flush will not be accepted.
  - System should be modular in that it can be expanded by adding a second identical membrane to produce 600 gpd or more at 45 Deg F to atmospheric pressure, rejection & recovery rates the same as listed above.
- 10x54" Upflow Neutralizer, Calcite Media – to add some good alkalinity back to the water, and elevate pH to above 7 so as not to produce corrosive water.
- Post-filter, 4x10" "Big Blue" housing with 5 micron cartridge insert. This component is intended to keep any calcite fines from escaping the neutralizer tank. Bidders shall provide (4) cartridge filter inserts within their bid price, (1 cartridge for startup, 3 spares)
- 105 Gal HDPE Atmospheric Storage Tank – for storing purified water. Vent must have 1 micron filter to prevent bacterial/dust contamination.
- Booster Pump – for re-pressurization of purified water to (9) drinking water locations & (1) Kitchen Prep Sink. Pump must be capable of 12 gpm at 65 psi.
- Viqua D4 UltraViolet Lamp – for protection of any bacterial contamination as a result of the atmospheric storage. Capable of 40 mJ/cm2 or greater at 9 gpm per NSF/EPA specification.
  - \*See enclosed data sheets for recommended units/components.
  - \*See enclosed Water Treatment Modifications Schematic.
  - \*All equip & components to be NSF61 approved and "lead-free" (SDWA Sect 1417)

Summary of Water Quality:

Constituent	Raw/Untreated	Target for System:
PFAS	20-30 ppt	ND (<0.002 ppt)
Arsenic	4-14 ppb	ND (<0.002 ppb)

ND = Non Detect

ppb = parts-per-billion = ug/L

ppt = parts-per-trillion = ng/L

### **Electrical Requirement/Specifications**

- 20 Amp 110v Dedicated Quad outlet within 6-8 ft of Water Filtration System, and 20 Amp 110v Dedicated Single Outlet (owner supplied).

### **Piping Requirements/Specifications**

- Cut and cap old feeds to bubblers, replace feeds with new "filtered" water dedicated feed. See enclosed plumbing layout diagram.



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- Dedicated feed of “filtered” water and branch plumbing to bubblers can be constructed in PEX, PVC, or Copper, specify which you plan to use. Plumbing must be supported/bracketed per NH plumbing code and per Town of Windham plumbing inspector. No co-joining of supports is allowed.
- Removal (excluding disposal) of existing (9) old bubblers and (3) old bottle filling stations.
- Install (9) new owner supplied (Elkay) bubblers, and (3) new owner supplied (Elkay) bottle filling stations. Carry labor and associated plumbing/piping and fittings to complete removal and re-install new units.
  - Elkay Bubbler Model#: ELKLZS8L x 9
  - Elkay Bottle Filler Model#: ELKLK1110 x3
- Install kitchen prep sink (owner supplied) off new dedicated branch feed, install drain tap. Carry labor and associated plumbing/piping and fittings to complete installation of new sink.
  - Elkay Floor Mount Sink Model#: ELKWNSF8124R
  - Faucet Model#: TSB0231
  - Drain Fitting Model#: ELKLK25RT
- Pull permit, attend inspection (Town of Windham Plumbing Inspector).

\*All equip & components to be NSF61 approved and “lead-free” (SDWA Sect 1417)

### **NHDES Considerations**

- The above system design has been approved by NHDES DWGB but subject to the following conditions:
  - Env-Dw 406 Design Standards for Non-Community Water systems for all new construction, and notification to this office upon completion of construction for update of the water system sampling and treatment records.
  - Notification to NHDES DWGB upon completion of construction for water system update to sampling schedule and NHDES records.
    - Notification should be sent to:  
Cynthia M. Klevens, PE,  
Water Treatment and Small Systems Section Manager, (603) 271-3108. NHDES Drinking Water and Groundwater Bureau, P.O. Box 95, Concord NH 03302-0095  
[Cynthia.Klevens@des.nh.gov](mailto:Cynthia.Klevens@des.nh.gov)
  - Backwash discharge registration is complete and approved.

### **Bidder Considerations**

- This is a non-rated job.
- All 110 power will be provided by owner. If equivalent equip requires different electrical feed than specified electrical (ie 230v feed), specify as such in your bid. Additional electrical requirements will be the responsibility of the owner and will not affect bidder’s scope or selection.
- All work will be performed during normal business hours Monday through Friday, 0700 EST to 1700 EST and excludes holidays and weekends.
- Onsite parking will be provided.

### **QUALIFICATION REQUIREMENTS**

1. A qualified lead installer with a minimum of 5 years of experience.
2. Qualified bidders must have an operational facility within a 50-mile radius of Windham, New Hampshire.
3. Contractor shall be a single firm specializing in Reverse osmosis systems and/or PFAS removal systems. Portions of the work may be subbed out, but ultimate responsibility for workmanship falls on the Contractor.
4. All work shall be executed by skilled tradesmen in a workmanlike manner. All employees must be properly trained and familiar with the work, products and procedures. This work shall be carefully done. Any damage to the physical plant or equipment shall be repaired by skilled mechanics of the trade involved at no additional cost.
5. Contractor **must** provide a list of at least 3 references relating to work of a similar project and scope. Reference list must include contact name, address and phone number.



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**WORK SITE**

1. All material will be reviewed and approved by Owner prior to installation. Bidder must submit specifications with bid submittal.
2. Furnish only the materials as specified herein, in strict accordance with and approval by the manufacturer.
3. Before starting any work, the Contractors shall protect all furnishings, floors and areas.
4. The Windham School District and grounds are a non-smoking area.
5. Weapons of any kind, non-prescription drugs or alcoholic beverages are not permitted on the grounds.

**REMOVAL AND DISPOSAL OF MATERIALS**

1. It is the responsibility of the contractor to remove and dispose of all material according to Federal, State and local policies.
2. Discarded materials must be removed from school site on a daily basis.
3. At the completion of the job, all discarded materials, trash and debris shall be removed from the site and all work areas shall be clean.

**DELIVERY, STORAGE, AND PROTECTION**

1. Products on site must be sealed and properly labeled, in manufacturer's original containers, dry and undamaged. Do not use materials which have been opened prior to this project or damaged in any manner.
2. Products and other materials shall be delivered to site at such a time as required for proper coordination of the work. Windham School has minimal storage space and therefore, cannot make accommodations to store materials for an extended period of time.
3. The Contractor shall arrange material storage so as not to interfere with the Owner's operations.
4. Deliver materials in manufacturer's unopened container or bundles, fully identified with brand, type, grade, class, and all other qualifying information.
5. Take all necessary precautions against fire and other hazards, during delivery, storage, and installation of inflammable adhesives, solvents, and other materials specified herein. Comply with local ordinances and fire regulations in the installation of hazardous materials specified or required under this section.
6. The Contractor is responsible for coordinating and receiving all deliveries and shipments.
7. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged materials stored at the job site.

**WARRANTY**

1. The Contractor shall guarantee all workmanship for one (1) year from the date of final payment. Any defects which may arise during this period shall be promptly repaired by the Contractor including any damage done to the Owner's property due to such defects. This shall include all material, labor, travel and any other cost associated with the repair.

**SPECIAL CONDITIONS**

1. Qualified bidders must have principal offices within a 50-mile radius of Windham, New Hampshire.
2. The acquisition of all applicable permits and associated costs to obtain said permits will be the responsibility of the Contractor.
3. This bid cannot be assigned or transferred to any other Contractor, subcontractors are acceptable.
4. The Contractor must examine the conditions under which the project is to be performed, and notify the Owner of unsatisfactory conditions. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Owner.
5. The Owner shall have general rights of inspection of the work and has the authority to stop work whenever such stoppage may be necessary to insure the proper execution of the contract and shall have the authority to reject any and all materials, whether worked or unworked, if such materials are not in accordance with the plans and specifications.



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6. If at any time, the Owner determines that the Contractor's rate of performance is jeopardizing completion of the work within the Contract Time, the Contractor may be considered in default of the contract and the Owner may terminate the contract.
7. Equipment may be stored on site during the project period as required for proper coordination of the work. All equipment shall be removed at the conclusion of the project. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged equipment stored at the job site.
8. The Contractor shall insure that all employees perform criminal background checks for all persons that will be present on the jobsite at any time. Criminal background checks of employees must be completed prior to the start of any jobsite work. All background check forms must be submitted to the SAU# 95 School Superintendent for final approval. Any cost associated with the background checks shall be the Contractor's responsibility.

**SAFETY**

1. The health and safety of all workers, school employees, and school children is paramount. The Contractor shall implement all practical means of preventing injury including the placement of signs, ropes, barricades or other warning devices to exclude people from the work zone.
2. If any unauthorized person enters the work area, the Contractor shall cease all operations which could result in injury/accident to the visitor and not restart until the area is cleared.
3. Any ladders used on this project must be in good condition and must be OSHA approved.
4. Contractor must comply with all OSHA guidelines for safety and protection of workers and the public.
5. Contractor will adhere to the laws in the State of New Hampshire regarding current safety practices, and in accordance with code enforcement.

**BOND REQUIREMENTS**

1. Contractors must provide payment bond in accordance with New Hampshire RSA 447:16 Bond Required. "...shall if said contract involves an expenditure of \$35,000 or greater, and may if it involves an expenditure of less amount, obtain as a condition precedent to the execution of the contract, sufficient security, by bond or otherwise, in an amount equal to at least 100 percent of the contract price, or of the estimated cost of the work...". Failure to secure bonding will result in disqualification of bid.
2. Please provide a separate line item for the cost of the Bond.

**LAWS AND REGULATIONS**

1. Contractor shall be solely responsible for complying with all Laws and Regulations governing the work, including, without limitation, applicable OSHA, EPA and State regulations and Town of Windham, NH ordinances.

**INSURANCE**

1. The Contractor shall purchase and maintain commercial insurance as will protect him from claims set forth below which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable. The Contractor shall submit a Certificate of Insurance showing the Contractor has the required coverage.
  1. The Contractor shall name the Windham School District as an additional insured.
  2. Claims under Workers' Compensation, disability benefit and other similar employee benefit acts.
  3. Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage.
  4. Claims for damage because of bodily injury, occupational sickness or disease, or death of any person other than his employees, and claims insured by usual personal injury liability coverage.
  5. Claims for damage because of injury to or destruction of tangible property, including loss of use resulting therefrom.
    - a. Workers Compensation and Employers' Liability                      Statutory Limits





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Each Accident	\$1,000,000
Disease (Policy Limit)	\$1,000,000
Disease (Each Employee)	\$1,000,000
b. Comprehensive General Liability	
Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000
c. Comprehensive Automobile Liability	
Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000

**FINAL INSPECTION**

1. At completion of the project and associated work, Contractor will meet with Owner or their agent to inspect work. Owner or their agent will list all items requiring correction or completion and furnish a copy of items to each party in attendance.
2. Repair or replace defective work found at time of inspection, as necessary to produce a project which is free of damage and deterioration and according to warranty requirements.
3. Post-testing for both Arsenic and PFAS of the "Raw/Untreated" water and the "Fully Treated" water (2 samples per), and bacteria presence/absence test of "Fully Treated". Arsenic results should be non-detect (<2 ppb) and PFAS should be non-detect (<2 ppt). PFAS analysis must be EPA approved Method 537 w/ isotopes included, 24 compound analysis ("long list").
3. Notify the Owner upon completion of corrections.

**PAYMENT SCHEDULE**

1. Owner will provide payment as follows:  
Final Payment – Final payment will not be issued until all components of the Final Inspection have been met to the Owner's satisfaction. (see above) This includes post-testing results. Once completed, payment will be issued within 30 days.



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**COMPANY PROFILE  
and  
REQUIRED SUBMITTALS**

Please provide the following information regarding your business. **This form is required as part of your bid submission.** You may attach additional sheets or documents as needed.

1. DUNS Number or Federal Tax ID # \_\_\_\_\_
2. Size of Company: Total number of employees \_\_\_\_\_  
Total number of service trucks/vans on the road on a daily basis \_\_\_\_\_
3. Number of years in business \_\_\_\_\_  
Number of years under current ownership \_\_\_\_\_
4. Office locations (service, retail, other) \_\_\_\_\_  
  
\_\_\_\_\_
5. Please provide website address: \_\_\_\_\_
6. Insurance – Please provide proof of insurance per specifications.
7. Bid Payment Bond – please provide if applicable, see specifications, proof of eligibility Per New Hampshire RSA 447:16 if project is over \$35,000.
8. Warranty Information
  - A. Warranty Coverage: \_\_\_\_\_ (Company Name)
  - B. Number of years on equipment \_\_\_\_\_
  - C. Number of years on labor \_\_\_\_\_
  - D. Number of years on installation \_\_\_\_\_
  - E. Exclusions: \_\_\_\_\_ (Company Name) will not have any liability or obligation under the limited warranty in case of:
    1. Damage caused by natural disasters
    2. Damage caused by snow removal activities
    3. Any defect caused by misuse or abuse of the equipment
    4. Damage caused by unauthorized modification
    5. Damage caused by improper maintenance
    6. \_\_\_\_\_

*Hereby warranties the project listed at Windham Center School, 2 Lowell Road Windham, NH is free of any defect in material and workmanship. The period of warranty is one (1) year from the date of completion, final inspection and acceptance. Any defects in material or workmanship resulting from construction procedures that occur during the warranty period will be repaired or replaced.*

Date of Final Inspection: \_\_\_\_\_  
Date of Warranty Expiration: \_\_\_\_\_

9. Provide operations and maintenance manuals.
10. Identify maintenance requirements of proposed equipment (if applicable).
  - A. Required service to maintain warranty.  
\_\_\_\_\_





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B. Service schedule for equipment proposed (example: weekly, monthly, yearly).

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11. Provide list of proposed equipment/materials to be used on this project (per specifications)

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No equipment substitutions will be part of this project. \_\_\_\_\_  
Please initial above

Proposed Alternate Equipment:

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12. List 3 Schools or SAUs for which your Company performed similar scope and size work for (reverse osmosis or PFAS removal systems), include company/agency name, contact name and telephone number and email address.

1) \_\_\_\_\_

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2) \_\_\_\_\_

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3) \_\_\_\_\_

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13. List all subcontractors to perform work including contact name and telephone number or check box below.

No subcontractor will be performing work on this project. \_\_\_\_\_  
Please initial above

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

Provide references for each subcontractor under separate attachment.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Authorized Signature & Title)

\_\_\_\_\_  
(Date)



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**WINDHAM SCHOOL DISTRICT  
2018  
BID PROPOSAL FORM**

To: Mr. William Hickey, Business Administrator  
SAU #95  
19 Haverhill Road  
Windham, NH 03087

Having carefully examined the description of the work to be accomplished, as contained in the Specifications, and having fully inspected the site for all particulars, the undersigned agrees to perform the work, for the following sum of money:

Project Total \$ \_\_\_\_\_

Cost of Bond \$ \_\_\_\_\_

\*Payment to be issued within 30 days of final inspection.

Submittals Included:  
\_\_\_ Company Profile

By signature below, the bidder, if awarded a contract,

- Agrees to complete work, which includes obtaining acceptable post-testing water analysis, by **Aug 27<sup>th</sup>, 2018**.
- Agrees to use only products as per attached specifications or approved equivalents.
- Must have an principal offices within a 50 mile radius of Windham, NH

**NAME OF CONTRACTOR:** \_\_\_\_\_

**ADDRESS OF CONTRACTOR:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SIGN HERE:** \_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**NAME OF AUTHORIZED OFFICER**