



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
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The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov). As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at [WVPurchasing.gov](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header

[List View](#)**General Information** [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)**Procurement Folder:** 761566**SO Doc Code:** CRFQ**Procurement Type:** Central Contract - Fixed Amt**SO Dept:** 0506**Vendor ID:** VS0000013941 **SO Doc ID:** EHS2100000001**Legal Name:** Research Triangle Institute**Published Date:** 12/17/20**Alias/DBA:****Close Date:** 12/22/20**Total Bid:** \$170,000.00**Close Time:** 13:30**Response Date:** 12/21/2020 **Status:** Closed**Response Time:** 17:01**Solicitation Description:** TESTING FOR LEAD  
CONTAMINATION IN SCHOOLS**Responded By User ID:** SKYEBRODISH **Total of Header Attachments:** 6**Total of All Attachments:** 6**First Name:** Skye[Email](#)**Last Name:** Brodish**Email:** sbrodish@rti.org**Phone:** 919-541-6451



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**State of West Virginia  
 Solicitation Response**

**Proc Folder:** 761566  
**Solicitation Description:** TESTING FOR LEAD CONTAMINATION IN SCHOOLS  
**Proc Type:** Central Contract - Fixed Amt

Solicitation Closes	Solicitation Response	Version
2020-12-22 13:30	SR 0506 ESR12212000000004488	1

**VENDOR**  
 VS0000016708  
 Quality Water Services LLC

**Solicitation Number:** CRFQ 0506 EHS2100000001  
**Total Bid:** 328779.9500000000116415321826 **Response Date:** 2020-12-21 **Response Time:** 17:15:52  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Crystal G Husted  
 (304) 558-2402  
 crystal.g.husted@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Contractor to provide cloud-based software/ platform				120775.20

Comm Code	Manufacturer	Specification	Model #
60104202			

**Commodity Line Comments:**

**Extended Description:**

Spec 4.1.1 - Contractor to provide cloud-based software/platform  
 Estimated Annual Quantity: 1  
 Unit Price x Estimated Quantity=Total Price

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Managing the cloud-based software/platform				92227.20

Comm Code	Manufacturer	Specification	Model #
60104202			

**Commodity Line Comments:**

**Extended Description:**

Managing the cloud-based software/platform  
 Estimated Annual Quantity: 1  
 Unit Price x Estimated Quantity=Total Price

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Provide Test Kits and Sample Analysis				62388.75

Comm Code	Manufacturer	Specification	Model #
60104202			

**Commodity Line Comments:**

**Extended Description:**

Spec 4.1.3 - Provide Test Kits and Sample Analysis  
 Estimated Annual Quantity: 1905  
 Unit Price x Estimated Quantity=Total Price

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Provide training, consultation, and remediation services				53388.80

Comm Code	Manufacturer	Specification	Model #
60104202			

**Commodity Line Comments:**

**Extended Description:**

Spec 4.1.4 - Provide training, consultation, and remediation services  
 Estimated Annual Quantity: 80  
 Unit Price x Estimated Quantity=Total Price



160 John Street, Weston, WV 26452 ~ 304-269-0072 ~ [www.qualitywaterserviceswv.com](http://www.qualitywaterserviceswv.com)

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December 21, 2020

Crystal Husted  
2019 Washington Street, East  
Charleston, WV 25303

RE: CRFQ EHS2100000001; Lead Testing in Drinking Water at Schools and Childcare Programs

Ms. Husted,

Quality Water Services, LLC is pleased to respond to the subject solicitation with the enclosed proposal which includes our written response, proof of past performance, report samples and all other required documents for formal response.

We believe our experience makes our Company uniquely qualified for this opportunity and look forward to providing services pursuant to the subject Request for Quotation. Please contact our offices for any additional information.

Respectfully,

A handwritten signature in black ink that reads "Alan R. Westfall".

Alan Westfall, COO  
Quality Water Services, LLC  
[alan@qualitywaterserviceswv.com](mailto:alan@qualitywaterserviceswv.com)  
wvOASIS Vendor ID: VS0000016708

# Table of Contents

	Page Numbers
<b>Introduction and Company Overview</b>	<b>2</b>
<b>Qualifications</b>	<b>2</b>
<b>Relevant Documents</b>	<b>2</b>
<b>Assumptions</b>	<b>2</b>
<b>Communication</b>	<b>3</b>
<b>Approach</b>	<b>3</b>
<b>Deliverables</b>	<b>3-4</b>
<b>Scheduled Services</b>	<b>4</b>
<b>Pricing and Invoicing</b>	<b>5</b>
<b>Miscellaneous</b>	<b>6</b>
<b>Attachment 1: Past Performance</b>	
<b>Attachment 2: Report Samples</b>	
<b>Attachment 3: Pricing Page</b>	
<b>Attachment 4: Addendum Acknowledgements</b>	
<b>Attachment 5: Vendor Preference Certificate</b>	
<b>Attachment 6: Purchasing Affidavit</b>	

## **1. Introduction and Company Overview**

Quality Water Services, LLC (Vendor) respectfully submits the following pages in response to Request for Quotation CFRQ EHS2100000001 for Lead Testing in Drinking Water at Schools and Childcare Programs on behalf of The Office of Environmental Health (Agency). Quality Water Services is an established vendor serving the State of West Virginia specializing in water and wastewater operations and services. Current clients range from public service districts and municipalities serving thousands of residents, to government owned water systems providing safe drinking water for students, transient guests, and employees. With an outstanding relationship and reputation with the West Virginia Department of Health and Human Resources, Quality Water Services prides itself on maintaining the highest standards for public health, while maintaining ethical and safe business operating procedures.

The proactive nature of this request for quotation allows Quality Water Services the opportunity to team with regulatory agencies to raise the standards for the monitoring and reduction of lead exposure in drinking water where it is most needed. By the successful execution of this Project, Vendor and Agency will be targeting the most vulnerable age range at schools and childcare facilities not currently being monitored for lead through the established drinking water testing programs. West Virginia communities are the sole focus and concern for Quality Water Services; these are not simply participating facilities but are the same communities, schools, and childcare providers in which our employees live, serve, and work every day. The important efforts of this program cannot be overstated to fulfill this commitment to protect West Virginia children from lead exposure in drinking water now and in the future.

## **2. Qualifications**

With true dedication to public service having been recognized through multiple awards, including Water Distribution Operator of the Year by the West Virginia Rural Water Association, the expectations of our clients have been consistently exceeded. Our workforce of certified operators and trained technicians includes high integrity and reliable employees with a broad experience base.

Quality Water Services works daily with Lead and Copper regulations as they pertain to drinking water requirements in West Virginia; we continually interact with multiple certified laboratories in our vendor supply chain. Our team is certified and trained in all aspects of water treatment, allowing an advantage to knowledge based understanding of water chemistry and lead contamination levels. Quality Water Services is an integral part of providing data and producing Consumer Confidence Reports to allow transparency in the quality of public drinking water in each of the communities served.

We have first-hand working knowledge of causes of corrosion (physical, chemical, biological), its evaluation and prevention, as well as how each community public water system can help to remediate to minimize the impact for potential lead exposure. Attachment 1 highlights only a few examples of relevant past performance such as the responsibility for elementary school water quality, to include generation of lead testing sample plans, collection of samples, laboratory analysis, and communication of results with stakeholders. Our combination of qualifications as well as established and ongoing



relationships across the water industry in West Virginia uniquely position Quality Water Services to excel in this opportunity.

### **3. Project Personnel**

- 3.1. Key Personnel 1: The Chief Executive Officer of Quality Water Services holds a Bachelor of Science, Master of Business Administration, Six Sigma Black Belt, and is a WDS certified water operator with over 20 years' experience in Lean Management, human resources and staff training and development.
- 3.2. Key Personnel 2: The Chief Operating Officer of Quality Water Services is a Chief Operator and Class IV certified water operator with over 20 years' experience in potable water treatment, distribution system services, leak detection and repair, and water quality management.
- 3.3. Key Personnel 3: The Quality Water Services Lead Project Manager is a *Project Management Certified Professional* with over 25 years' experience in information systems and technologies, specializing in industry-specific production accounting and regulatory reporting; designing and programming relational databases; industry-specific field data capture information systems; and data conversion.
- 3.4. Key Personnel 4: Quality Water Services maintains a strategic professional relationship with a full-service independent West Virginia certified laboratory which has been offering services for over 40 years. With two separate facilities, each of which are certified by the State of West Virginia for chemistry and microbiology under the Department of Environmental Protection and the Department of Health and Human Services, the laboratory utilizes modern analytical instrumentation which promotes precise, accurate and reliable data reporting.

### **4. Relevant Documents**

Relevant documents governing performance under the proposed scope of work includes but is not limited to the following:

- 4.1. 40 CFR Part 141 Subpart 1
- 4.2. Environmental Protection Agency testing method 200.8
- 4.3. United States Environmental Protection Agency's 3Ts for Reducing Lead in Drinking Water in Schools and Child Care Facilities Toolkit (3Ts)
- 4.4. 2 CFR § 200

### **5. Assumptions**

Vendor makes the following assumptions regarding performance under the proposed scope of work:

- 5.1. Vendor will work with Agency to establish a specific implementation timeline for integration and execution of all services described in this response.

- 5.2. Vendor assumes 80 participating locations with approximately 20 fixtures per location.
- 5.3. Vendor anticipates 10% of all initially sampled fixtures will require a secondary flush sample.
- 5.4. Vendor anticipates 5% of all sampled fixtures will require remediation guidance for participating facilities.
- 5.5. Vendor assumes approximately 145 additional samples will need repeated during the term of the Project.

## **6. Project Approach**

- 6.1. Vendor will work with Agency and partner with participating locations to achieve the primary goal of the Lead Testing Project (the Project) to reduce lead exposure in drinking water in the most at-risk communities across West Virginia.
- 6.2. Vendor will work with Agency to identify and prioritize those higher risk facilities where West Virginia children may be more vulnerable to lead exposure. Vendor recommends this facility analysis be based on three criteria, at a minimum: older schools or facilities more likely to contain lead plumbing; elementary schools and childcare providers who primarily care for children under 6 years old; underserved or low income based off free/reduced lunch participation.
- 6.3. Vendor will accept full responsibility for all aspects of the Project within the scope and context of the original request for quotation and this response.
- 6.4. Vendor will utilize proven historical performance of expertise serving schools, public water utilities and government agencies in West Virginia to expand lead testing for participating locations in the Project.
- 6.5. Vendor will establish best practices for all aspects of the Project from the 3Ts in coordination with Agency representative(s).
- 6.6. Vendor will work with Agency representative(s) to develop a lead testing in drinking water in school strategy specific for West Virginia.
- 6.7. Vendor will complete Quality Assurance Project Plans (QAPP) and Quality Management Plans (QMP) as required, prior to beginning lead sampling and testing. See Attachment 2 for sanitized example of previously completed plans. Due to company sensitive information, QAPP and QMP in entirety will not be provided until after receipt of contract award.
- 6.8. Vendor generated and Agency approved QAPP and QMP will become the governing documents for the training and execution of the Project.

## **7. Communication**

- 7.1. Vendor will integrate communication throughout development and implementation of the Project.

- 7.2. Vendor will establish and foster sustainable partnerships at the state and local level to allow for more efficient use of existing resources and exchange of information among experts in various sectors.
- 7.3. Vendor will provide Agency up to ten (10) user logins for Portal access to view all aspects of the Lead Testing Project.
- 7.4. Vendor will provide one (1) user login for Portal access issued to each participating facility.
- 7.5. Vendor will provide initial training, refresher tutorials, and a Quick Reference Sheet to Agency and participating facilities for ease of Portal login and navigation.
- 7.6. Vendor will provide a dedicated help line for participating facilities for all questions relating to sample collection, Portal access, data uploading, etc. Vendor help line may be accessed via telephone or email during normal working hours.
- 7.7. Vendor will update all Project data at least weekly for Agency and participating facilities to access status reports.
- 7.8. Vendor will review any information contained in the Portal with Agency representative upon request.
- 7.9. Vendor will work with participating facilities to ensure notification of parents, teachers, and employees of the availability of sample testing results.
- 7.10. Vendor will make available a copy of results of any sample testing by publication on the Portal, or on any other Agency website for inspection by the public, as requested.
- 7.11. Vendor will enhance cooperation and trust through initial and continuing education, complete transparency in the sampling process, and constant communication between all entities.
- 7.12. Vendor will encourage and work with participating facilities to prioritize remediation efforts based on the highest lead sample results and to use the steps detailed in the 3T's toolkit to pinpoint potential lead sources to reduce their lead levels.
- 7.13. Vendor will work with Agency to identify remediation levels and parameters for the Project.

## **8. Training**

- 8.1. Vendor will establish and utilize community partnerships with participating locations and surrounding residential areas to develop Project plans to assign milestones and responsibilities which provide framework for an effective Lead Testing Program.
- 8.2. Vendor will develop training and education to be communicated electronically via webinars/live events to increase awareness of the potential occurrences, causes and health effects of lead in drinking water.
- 8.3. Vendor will host training sessions to cover several topics, including but not limited to: Project purpose and goals, participating location requirements, Project

enrollment process, Portal tutorial and account creation, sample planning and collection, understanding lab results, remediation strategies, and effective communication with Project stakeholders.

- 8.4. Vendor training sessions will be interactive live broadcasts providing opportunity for questions and clarifications. All training sessions will be recorded and made available for future reference and refresher training for participating locations.

## **9. Testing**

- 9.1. Vendor will work with Agency to establish acceptable limits of lead in drinking water for West Virginia schools and childcare facilities and incorporate limits into all training, forms, and data analysis to provide accurate information on which to determine remediation actions.
- 9.2. Vendor will utilize 3Ts recommendations to develop a sample plan with standardized location and fixture identifiers used to designate testing completed under the scope of this Project.
- 9.3. Vendor will ensure all sample kits are standardized, shipped, and received at participating locations by tracking through Portal as established by Agency approved QAPP and QMP.
- 9.4. Vendor will utilize Portal for tracking all aspects of the sample kit shipment, delivery to participating facilities, electronic chain of custody for sample collection process, and sample shipment to laboratory.
- 9.5. Vendor will provide standard sample kits to each participating facility to include Quick Reference Sheet with instructions detailing the sample collection process in accordance with QAPP and QMP; pre-labeled unacidified 250mL wide mouth sample bottles corresponding to each facility's fixtures on approved sample plan; and pre-paid postage for shipment of samples to certified laboratory.
- 9.6. Vendor will coordinate the execution of a Two Step Sample procedure with each participating facility, in accordance with all Agency approved sample plans and following the documented process described in QAPP and QMP prior to sample collection.
- 9.7. Vendor Portal will be updated each step of the sample process to include Vendor coordination between participating facilities and laboratory to immediately identify and address any issues resulting from errors in kits, sample collection, paperwork inaccuracies, shipping delays, or damage to sample bottles.
- 9.8. Vendor will coordinate with external certified laboratory in West Virginia who will analyze the collected samples using EPA method 200.8; all laboratory results will be directly uploaded into Portal to eliminate potential data entry errors.

## **10. Taking Action**

- 10.1. Vendor will work with participating locations to prioritize remediation efforts based on the highest lead sample results, measured against the predetermined acceptable limits.
- 10.2. Vendor will utilize the steps in the 3Ts to identify potential lead sources to reduce lead levels. In establishing and conducting programs for lead in drinking water in schools, states have the discretion, but are not required, to identify a remediation levels for their program. Schools and childcare facilities are encouraged to check with state and local health department as they may have guidance or requirements
- 10.3. Vendor will coordinate remediation efforts to include referrals of participating locations for assistance with lead service line replacement assistance through federal, state, and local resources.
- 10.4. Vendor will utilize Portal for all tracking all remediation actions down to a facility fixture level.

## **11. Quality Water Portal Overview**

- 11.1. Vendor will utilize a cloud-based system which will be accessed via Vendor website as the Quality Water Portal (Portal). Attachment 2 illustrates sample copies of Project Summary Report and Facility Progress Report, which can also be accessed at [www.qualitywaterserviceswv.com/portal](http://www.qualitywaterserviceswv.com/portal) utilizing the following temporary login password: EP@3Ts
- 11.2. Vendor Portal will utilize cloud-based software database for complete Project management including but not limited to communication strategy, training schedules, sample plans, sample collections, sample results, and remediation.
- 11.3. Vendor Portal will be accessed by an account login that is password protected. Access will be provided to Agency and participating facility levels. The level of access to each user will be determined by their assigned role in the QAPP.
- 11.4. Vendor Portal will relate all participating locations under the current scope of this proposal with additional capacity to easily scale for future Agency needs. Portal will be customizable to track any additional metrics or data fields as Agency requires.
- 11.5. Vendor will complete all necessary training for Agency and participating facility Portal users, to include process for uploading location fixture level data, and photos of fixtures or outlets from various mobile devices. Fixtures will have a designated status, such as active, with the ability to associate samples to minimize the potential for data entry error.
- 11.6. Vendor Portal will have the ability for automatic notifications for Agency and participating facilities for completed sample plans, kit delivery status, lab results and overall project progress.
- 11.7. Vendor Portal will have the capability for sorting/filtering sample plans and results data, as well as downloadable and printable reports in .pdf format.

- 11.8. Vendor Portal will archive and retain all records for the entire scope of work and period of performance pursuant to this proposal with accessibility beyond Project completion date.
- 11.9. Vendor Portal includes a secure cloud-hosted relational database which will utilize standard web design tools and practices to display sampling metrics via a user-friendly, internal facing dashboard. Likewise, the public facing dashboard in the Portal will facilitate results sharing with school and childcare facility stakeholders.

## **12. Pricing and Invoicing**

- 12.1. Attachment 3 provides Vendor Pricing Page for Lead Testing in Drinking Water at Schools and Childcare Programs in the context of previously listed assumptions.
- 12.2. Vendor pricing includes all time, materials, and expenses including any necessary travel costs; Vendor will not charge additional fees or assess additional charges not provided for in this proposal.
- 12.3. Vendor will invoice Agency in arrears for all services performed with net 30 payment terms.
- 12.4. Vendor will accept payment by electronic funds transfer and/or P-Card.

## **13. Period of Performance**

- 13.1. Vendor will complete all areas of responsibility under the scope of this proposal within the specified term after receipt of final contract award with a final completion date of September 31, 2021.
- 13.2. Vendor requests a 30-day notice when Agency decides on either the termination of existing contract, or the exercising of a renewal term for an additional 12-month term.

## **14. Miscellaneous**

- 14.1. Vendor will be responsible for following all Agency security protocols and procedures used to gain entrance to any Agency facility or participating facilities during the period of performance covered for the Project.
- 14.2. Vendor will comply with all federal, state, and local employment laws as a business in good standing with the State of West Virginia.
- 14.3. Vendor will notify subcontractors they are required to comply with all applicable laws, regulations, and ordinances prior to any work being completed; likewise, all subcontractors will be notified they are required to be licensed and a company in good standing with regulatory agencies.
- 14.4. Vendor will provide proof of all specified insurance policies and limitations and will maintain said coverage throughout the life of the Project. Agency will be listed as additional insured on Vendor policies.

- 14.5. Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Stephanie Westfall, CEO and Member  
Quality Water Services, LLC  
160 John Street, Weston, WV 26452  
Phone: 304-269-0072 Fax: 304-269-0076  
Email Address: [steph@qualitywaterserviceswv.com](mailto:steph@qualitywaterserviceswv.com)

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Stephanie Westfall  
(Name, Title)  
Stephanie Westfall, CEO/Member  
(Printed Name and Title)  
160 John St, Weston, WV 26452  
(Address)  
304-269-0072 / 304-269-0076  
(Phone Number) / (Fax Number)  
steph@qualitywaterserviceswv.com  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Quality Water Services, LLC  
(Company)

Stephanie Westfall, CEO/Member  
(Authorized Signature) (Representative Name, Title)

Stephanie Westfall, CEO/Member  
(Printed Name and Title of Authorized Representative)

12/10/2020  
(Date)

304-269-0072 / 304-269-0076  
(Phone Number) (Fax Number)



**ATTACHMENT 1: PAST PERFORMANCE**

# OFFICE OF ENVIRONMENTAL HEALTH SERVICES

350 Capitol Street, Room 313  
Charleston, WV 25301  
304-558-2981  
<http://www.wvdhhr.org/oehs>

## LEAD AND COPPER SAMPLING PLAN

*For Community and Non-Community/Non-Transient Water Systems*

System Name:

County:

Elementary

PWSID #:

Population:

### LEAD & COPPER SAMPLING PROCEDURES

All lead and copper samples must be first-draw and must be one (1) liter in volume. The water must be motionless (not used) in the plumbing system of each residence or building for a minimum of six (6) hours. First-draw residential samples shall be collected from the cold water kitchen or bathroom sink only. First-draw nonresidential samples shall be collected from an interior, cold water tap from which water is typically drawn for consumption.

Sampling sites must not include faucets which have point-of-use or point-of-entry treatment devices designed to remove inorganic contaminants. This includes devices such as filters, softeners, RO systems, etc.

First-draw samples may be collected by the system or the system may allow residents to collect samples after receiving instruction on the proper sampling procedures.

A water system shall collect each first-draw tap sample from the same sampling sites used in the previous round of sampling unless a change of sampling site is submitted and approved by OEHS. A request to change a sample site can be found at <http://www.wvdhhr.org/oehs/eed/leadandcopper.asp>. A water system on standard monitoring (every six (6) months) may request, in writing, to be reduced to annual or triennial. The form can be found at <http://www.wvdhhr.org/oehs/eed/leadandcopper.asp>.

Within thirty (30) days of receipt of results, all systems must provide individual lead tap results to customers who receive water from sites that were sampled, regardless of whether the results exceed the lead action level. Example letters (a copy of the letter sent to customers) and the required certification must be submitted to OEHS within ninety (90) days.

### DO NOT USE

- A mop, sink, outside faucet, or a tap that is not generally used or intended for human consumption.
- A site which is vacant (don't make special arraignments to get access to site)
- A site which has undergone recent (within the last six (6) months) plumbing improvements or changes including faucets at the specific sample location
- A tap that has any type of treatment
- A site where the owner or resident is uncooperative

### CAUTION

The Public Water System (PWS) is ultimately responsible for the sample result. Improper sampling by a resident may not be grounds for invalidation of a sample result. The PWS should provide clear instruction to the residents and should thoroughly review the information and comments provided on the sample sheet prior to submitting the sample to the laboratory.

**TARGETING CRITERIA (Community Water Systems)**

**Tier 1 Sites**

\_\_\_\_\_ # of single-family structures that are served by lead service lines and/or contain lead pipes or copper pipes with lead solder installed after 1982.

\_\_\_\_\_ # of multiple-family structures that are served by lead service lines and/or contain lead pipes or copper pipes with lead solder installed after 1982 (only counted as Tier 1 when constitute at least 20% of the service connections).

**Tier 2 Sites**

\_\_\_\_\_ # of multiple-family structures that are served by lead service lines and/or contain lead pipes or copper pipes with lead solder installed after 1982.

**Tier 3 Sites**

\_\_\_\_\_ # of single-family structures that contain copper pipes with lead installed before 1983.

If not all samples collected from Tier 1 sites, explain why?  
\_\_\_\_\_

5 \_\_\_\_\_  
**TOTAL** (should equal # samples required)

**Lead Service Lines**

Are lead service lines present within the distribution system? (If no, skip this section). Yes  No

- A. # of samples required to be collected from lead service line sites (at least 50%). \_\_\_\_\_
- B. # of samples collected from lead service lines. \_\_\_\_\_
- C. Difference (A-B). Explain if other than zero. \_\_\_\_\_

Methods used to identify lead service line sites: (attach additional pages of necessary)  
\_\_\_\_\_  
\_\_\_\_\_

**Certification**

I certify that the above documentation is true and accurate to the best of my knowledge.

**SIGNATURE** Scott Lantz

Scott Lantz  
NAME (printed or typed)

Water Quality Tech  
TITLE

8/13/20  
DATE

(304) 269-0072  
PHONE NUMBER

\_\_\_\_\_  
District Office Engineer Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
C&E Signature

\_\_\_\_\_  
Date Entered





**Office of Environmental Health Services  
Data Submittal Fax Cover Sheet  
Attention: Data Management  
Fax: 304-558-0139**

Check here if you would like a <sup>email</sup> fax confirmation: Yes  No

PWSID #: [Redacted] Date: 11/1/19  
 System Name: [Redacted] School Sender's Phone#: Scott Lantz  
 Sender's Name: Scott Lantz Sender's Fax #: QualityWater.Services@yahoo.com

Type of Result/Report Submitted	Collection Date Report Month	# Pages Sent	Office Use Only
			# Pages Received
Total Coliform (TCR or Bacteriological)			
MOR (Monthly Operational Report)			
Public Notice			
Haloacetic Acid (HAA5)			
Trihalomethane (TTHM)			
Lead and Copper	September 2019	5	
Inorganic Chemical (IOC)			
Volatile Organic Chemical (VOC)			
Synthetic Organic Chemical (SOC)			
Radionuclide (RAD)			
Nitrate or Nitrite			
Total Organic Chemical (TOC)			
Arsenic - <del>Cover</del>		1	
Other: Lead Consumer Notice Cert. Form		1	
Other: Sample Customer Notification Letter		2	
<b>Total Pages:</b>		<b>9</b>	

Additional Comments:  
Lead/Copper  
Results  
2019 [Redacted] School

Office Use Only

Received By: \_\_\_\_\_

**Lead Consumer Notice Certification Form**

System Name: [Redacted] School

PWSID No.: [Redacted] County: [Redacted]

Monitoring Period to which the notice applies (e.g., June - Sept, 2009): June - Sept. 2019

Date(s) results were received from laboratory: 10/14/19

Date(s) results were provided to consumers: 11/1/19

The water system named above hereby certifies that its lead consumer notice has been provided to each person it serves at the specific sampling site from which the sample was tested. The water system also certifies that these results and the following information were provided to such persons within 30 days of receiving the test results from the laboratory.

- Individual tap results from lead tap water monitoring carried out under the requirements of 40 CFR 141.86.
- An explanation of the health effects of lead.
- Steps that consumers can take to reduce exposure to lead in drinking water.
- Contact information for our water utility.
- The maximum contaminant level goals and action levels for lead, and the definitions of these two terms from 40 CFR 141.153(c).

**Certified by:**

Signature Scott M. Lantz

Name (please print) Scott M. Lantz Title \_\_\_\_\_

Phone # (304) 439-1211 Date 11/1/19

\*\*\* You are not required by EPA rules to report the following information, but you may want to provide it to your State. Check all items that apply. \*\*\*

Notice was distributed by mail or other direct delivery. Specify other direct delivery methods:

\_\_\_\_\_

Electronic Mail

Posting the notice on the internet at: \_\_\_\_\_

Posting the notice in public places (attach a list of locations)

Delivery of multiple copies to single bill addresses serving several persons such as: apartments, businesses, and large private employers

Other methods



**LABORATORY ANALYTICAL REPORT**  
**Safe Drinking Water Act Compliance Monitoring**  
 State of West Virginia  
 Office of Environmental Health Services  
 Environmental Engineering Division

<b>PWS:</b> QUALITY WATER SERVICES	<b>'TP/DS Sample Point Description:</b>	<b>Lab Name:</b>
<b>PWSID #:</b>	TEACHER'S LOUNGE	<b>WV Lab Certification #:</b>
<b>PWS Contact:</b> ALAN WESTFALL	<b>Sample Collection Date &amp; Time:</b>	<b>Lab Contact:</b>
<b>PWS Phone #:</b> (304) 452-9883	9/23/2019 22:15	<b>Lab Phone #:</b>
	<b>Sampler's Initials:</b> A. WESTFALL	
	<b>Lab Sample #:</b> 312928-2019-DW	

**LEAD AND COPPER TEST RESULTS**

Parameter	Analyte Code	Result (mg/l)	MDL (mg/l)	MRL <sup>2</sup> (mg/l)	Method	Analyst Initials	Pres. <sup>3</sup> Yes/No	Date of Analysis
1. Turbidity		ND	0.33	1	SM2130B-11	TH	Yes	10/1/2019
2. Copper	1022	0.568	0.001	0.005	EPA 200.8 R5.4	TH	Yes	10/11/2019
3. Lead	1030	ND	0.0005	0.001	EPA 200.8 R5.4	TH	Yes	10/11/2019

<sup>1</sup> TP - Treatment Plant Sample; DS - Distribution System Sample

<sup>2</sup>MRL - Minimum Reporting Limit

<sup>3</sup>Were Required Preservations and Holding Times Observed/ Employed /Documented? Record Yes or No for each parameter

<b>Date received:</b>	9/24/2019	<b>Notes/Comments:</b>
<b>Time received:</b>	11:52	
<b>Date reported:</b>	10/14/2019	
<b>Sample/Test Result Rejected?:</b>	No	
<b>Reason for Rejection:</b>		
<b>Lab Manager/QA Officer Review? Yes</b>	<b>Name:</b>	<b>Date:</b> 10/14/2019
<b>Test Results Submitted To: Public Water System (Customer)? Yes</b>		
<b>Test Results Submitted To: Bureau for Public Health, Office of Environmental Health Services, ATTN: Data Management</b>		
350 Capitol St., Room 313, Charleston, WV 25301-3713		
<b>(Yes / No)?</b>	FAX 1-304-558-0139	

- CHAIN OF CUSTODY RECORD

\*CLIENT NAME Quality Water Services LLC (For [Redacted] School)  
 \*ADDRESS 329 Buckeye Rd Horner, WV 26372  
 CUSTOMER # C 06755 \*TEL. # 304-452-9883 FAX # \_\_\_\_\_  
 \*SAMPLER (S) Alan R. Washell E-MAIL qualitywaterservices@yahoo.com

SHEET NO. \_\_\_\_\_ OF \_\_\_\_\_

LABORATORY #	*DATE	*TIME	UNCO.	PRES.	MATRIX W, DW, S, O, M	TEMP. ≤ 4°C		*# OF CONTAIN.	HN03	H2S04	HCL	NaOH	BAC-T	NO PRES.						*PROJECT/REMARKS
						Yes	No													
312924	9/23/19	9:45 pm	✓		DW		19.2	1												Kitchen
312925	9/23/19	9:56 pm	✓		DW			1												Office
312926	9/23/19	10:03 pm	✓		DW			1												Bathroom 1
312927	9/23/19	10:10 pm	✓		DW			1												Bathroom 2
312928	9/23/19	10:15 pm	✓		DW			1												Teachers Lounge
312929	—	—																		Trip Blank

Lead + Copper

SAMPLES DO  DO NOT  MEET USEPA GUIDELINES FOR HOLDING TIMES  
 SAMPLES DO  DO NOT  MEET USEPA GUIDELINES FOR CHEMICAL PRESERVATIVES  
 SAMPLES DO  DO NOT  MEET USEPA GUIDELINES FOR SAMPLE CONTAINERS  
 SAMPLES ARE  ARE NOT  FOR REGULATORY COMPLIANCE PURPOSES

REMARKS: \_\_\_\_\_ PWS# [Redacted]

*RELINQUISHED BY: PRINT: <u>Scott Lantz</u> SIGN: <u>[Signature]</u>	*DATE/TIME DATE: <u>9-24-19</u> TIME: <u>11 52</u>	*RECEIVED BY: PRINT: [Redacted] SIGN: [Redacted]
*RELINQUISHED BY: PRINT: _____ SIGN: _____	*DATE/TIME DATE: _____ TIME: _____	*RECEIVED BY: PRINT: _____ SIGN: _____
*RELINQUISHED BY: PRINT: _____ SIGN: _____	*DATE/TIME DATE: _____ TIME: _____	*RECEIVED BY: PRINT: _____ SIGN: _____
*COURIER: TRACKING # _____	*DATE/TIME DATE: _____ TIME: _____	*RECEIVED BY: PRINT: _____ SIGN: _____

WEATHER/TEMPERATURE: \_\_\_\_\_  
 RUSH STATUS (INITIAL ACCEPTANCE \_\_\_\_\_)  
 \*\*\* ADDITIONAL LABORATORY FEES MAY APPLY \*\*\*  
 EXTENT OF LIABILITY  
 [Redacted]

\* TO BE COMPLETED BY CLIENT



## **ATTACHMENT 2: REPORT SAMPLES**



160 John Street, Weston, WV 26452 ~ 304-269-0072 ~ [www.qualitywaterserviceswv.com](http://www.qualitywaterserviceswv.com)

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October 15, 2019

[REDACTED]

RE: Lead Testing results for [REDACTED] Elementary School

Dear [REDACTED],

Quality Water Services appreciates your participation in the lead tap monitoring program associated with your school and community water system. A lead level of ND (Non-Detectable) was reported for the sample collected on September 23, 2019 at your location [REDACTED] Elementary School (Teacher's Lounge) [REDACTED]. We are pleased to report that the individual location and fixture result, as well as the 90th percentile value for your water system, is below the lead action level of 15 parts per billion(ppb).

#### **What Does This Mean?**

Under the authority of the Safe Drinking Water Act, EPA set the action level for lead in drinking water at 15 ppb. This means utilities must ensure that water from the customer's tap does not exceed this level in at least 90 percent of the homes sampled (90th percentile value). The action level is the concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow. If water from the tap does exceed the limit, then the utility must take certain steps to correct the problem. Because lead may pose serious health risks, the EPA set a Maximum Contaminant Level Goal (MCLG) of zero for lead. The MCLG is the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

#### **What Are the Health Effects of Lead?**

Lead can cause serious health problems if too much enters your body from drinking water or other sources. It can cause damage to the brain and kidneys and can interfere with the production of red blood cells that carry oxygen to all parts of your body. The greatest risk of lead exposure is to infants, young children, and pregnant women. Scientists have linked the effects of lead on the brain with lowered IQ in children. Adults with kidney problems and high blood pressure can be affected by low levels of lead more than healthy adults. Lead is stored in

the bones, and it can be released later in life. During pregnancy, the child receives lead from the mother's bones, which may affect brain development.

### **What Are the Sources of Lead?**

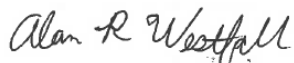
The primary sources of lead exposure for most children are deteriorating lead-based paint, lead-contaminated dust, and lead-contaminated residential soil. Exposure to lead is a significant health concern, especially for young children and infants whose growing bodies tend to absorb more lead than the average adult. Although your home's drinking water lead levels were below the action level, if you are concerned about lead exposure, parents should ask their health care providers about testing children for high levels of lead in the blood.

### **What Can You Do to Reduce Exposure to Lead in Drinking Water?**

- ✓ Run your water to flush out lead. If water has not been used for several hours, run water for 15 – 30 seconds or until it becomes cold or reaches a steady temperature before using it for drinking or cooking. This flushes lead-containing water from the pipes.
- ✓ Use cold water for cooking and preparing baby formula. Do not cook with or drink water from the hot water tap, lead dissolves more easily into hot water. Do not use water from the hot water tap to make baby formula.
- ✓ Do not boil water to remove lead. Boiling water will not reduce lead.
- ✓ Look for alternative sources or treatment of water. You may want to consider purchasing bottled water or a water filter. Read the package to be sure the filter is approved to reduce lead or contact NSF International at 800-NSF-8010 or [www.nsf.org](http://www.nsf.org) for information on performance standards for water filters.
- ✓ Test your water for lead. Call us at 304-269-0072 to find out how to get your water tested for lead.

Identify if your plumbing fixtures contain lead. New brass faucets, fittings, and valves, including those advertised as "lead-free," may contribute lead to drinking water. The law currently allows end-use brass fixtures, such as faucets, with up to 8 percent lead to be labeled as "lead-free." Consumers should be aware of this when choosing fixtures and take appropriate precautions.

**For More Information call us at 304-269-0072.** For information on reducing lead exposure around your home and the health effects of lead, visit EPA's Web site at [www.epa.gov/lead](http://www.epa.gov/lead), call the National Lead Information Center at 800-424-LEAD, or contact your health care provider.



Alan Westfall, Chief Water Operator  
Quality Water Services, LLC  
[alan@qualitywaterserviceswv.com](mailto:alan@qualitywaterserviceswv.com)  
WVOP07690

## Quality Management Plan (QMP)

### For Lead in School and Child Care Facility Drinking Water Fixtures

This reference documents project-specific quality assurance and quality control procedures appropriate to manage the implementation of the US EPA 3Ts for reducing Lead in Drinking Water in Schools and Child Care Facilities.

Quality is planned for and managed through the cycle for program management, project execution, concise sampling practices, data analysis, and effective remediation.

The Project Manager is responsible for:

- Preparing the District's QAPP for locations State wide ...
- Managing the Sampling Plans and QAPP ...
- Sample Kit preparation ...
- Monitoring kit collection progress as it is uploaded to the portal

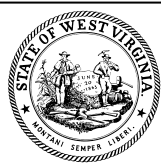
#### Distribution of Information and Data

Project Manager – training, technical support, necessary forms, establishment and enforcement of deadlines, data analysis and action items to corresponding facility, remediation guidance ...

#### Quality Management Plan Methodology

- Project Manager produce and supply appropriate project forms in the portal
- Project Manager produce necessary training to educate Site Representatives ...
- Project Manager reviews flush sample results and flag any samples that are reported over 15µg/L Lead for immediate stop use on the affected fixtures ...
- Project Manager charts out site specific remediation progress in the portal ...
- Project Manager reports to the State Office of Environmental Health ...

**ATTACHMENT 3: PRICING PAGE**



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Centralized Request for Quote  
 Public Safety

<b>Proc Folder:</b> 761566		<b>Reason for Modification:</b>	
<b>Doc Description:</b> TESTING FOR LEAD CONTAMINATION IN SCHOOLS		ADDENDUM 2 TO PROVIDE ANSWERS TO VENDOR QUESTIONS	
<b>Proc Type:</b> Central Contract - Fixed Amt			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2020-12-17	2020-12-22 13:30	CRFQ 0506 EHS2100000001	3

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

**Vendor Customer Code:** VS0000016708  
**Vendor Name :** Quality Water Services, LLC  
**Address :**  
**Street :** 160 John Street  
**City :** Weston  
**State :** WV **Country :** USA **Zip :** 26452  
**Principal Contact :** Stephanie Westfall, CEO/Member  
**Vendor Contact Phone:** 304-269-0072 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Crystal G Hustead  
 (304) 558-2402  
 crystal.g.hustead@wv.gov

**Vendor Signature X** *Stephanie Westfall* **FEIN#** 83-1296754 **DATE** 12/21/2020

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DEPARTMENT OF HUMAN SERVICES, OFFICE OF ENVIRONMENTAL HEALTH, IS SOLICITING BIDS TO ESTABLISH A CONTRACT FOR THE PURCHASE OF A CONTRACTOR TO PROVIDE TESTING FOR LEAD CONTAMINATION IN DRINKING WATER AT SCHOOLS AND CHILDCARE PROGRAMS PER THE ATTACHED DOCUMENTS.

\*\*\*QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO CRYSTAL.G.HUSTEAD@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS\*\*\*

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US	HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contractor to provide cloud-based software/ platform	1	ea	\$120,775.20	\$120,775.20

Comm Code	Manufacturer	Specification	Model #
60104202			

**Extended Description:**

Spec 4.1.1 - Contractor to provide cloud-based software/platform  
Estimated Annual Quantity: 1  
Unit Price x Estimated Quantity=Total Price

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US	HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Managing the cloud-based software/platform	1	ea	\$92,227.20	\$92,227.20

Comm Code	Manufacturer	Specification	Model #
60104202			

**Extended Description:**

Managing the cloud-based software/platform  
Estimated Annual Quantity: 1  
Unit Price x Estimated Quantity=Total Price

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US	HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Provide Test Kits and Sample Analysis	1905	ea	\$32.75	\$62,388.75

Comm Code	Manufacturer	Specification	Model #
60104202			

**Extended Description:**

Spec 4.1.3 - Provide Test Kits and Sample Analysis  
 Estimated Annual Quantity: 1905  
 Unit Price x Estimated Quantity=Total Price

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US	HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Provide training, consultation, and remediation services	80	ea	\$667.36	\$53,388.80

Comm Code	Manufacturer	Specification	Model #
60104202			

**Extended Description:**

Spec 4.1.4 - Provide training, consultation, and remediation services  
 Estimated Annual Quantity: 80  
 Unit Price x Estimated Quantity=Total Price



INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US	HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Commodity Line deleted from solicitation	N/A	N/A	N/A	N/A

Comm Code	Manufacturer	Specification	Model #
60104202			

**Extended Description:**

Spec 4.1.1 - Contractor to provide cloud-based software/platform  
 Estimated Annual Quantity: 1  
 Unit Price x Estimated Quantity=Total Price

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US	HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Commodity Line deleted from solicitation	N/A	N/A	N/A	N/A

Comm Code	Manufacturer	Specification	Model #
60104202			

**Extended Description:**

Commodity Line deleted from solicitation

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US	HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Commodity Line deleted from solicitation	N/A	N/A	N/A	N/A

Comm Code	Manufacturer	Specification	Model #
60104202			

**Extended Description:**  
Commodity Line deleted from solicitation

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US	HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV 25301-1757 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Commodity Line deleted from solicitation	N/A	N/A	N/A	N/A

Comm Code	Manufacturer	Specification	Model #
60104202			

**Extended Description:**  
Commodity Line deleted from solicitation

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	TECHNICAL QUESTION DEADLINE	2020-12-04

	Document Phase	Document Description	Page
EHS210000001	Final	TESTING FOR LEAD CONTAMINATION IN SCHOOLS	6

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**ATTACHMENT 4: ADDENDUM ACKNOWLEDGMENT**

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: EHS2100000001**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Quality Water Services, LLC

\_\_\_\_\_  
Company

*Stephanie Westfall*

\_\_\_\_\_  
Authorized Signature

12/21/2020

\_\_\_\_\_  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

Revised 6/8/2012

**ATTACHMENT 5: VENDOR PREFERENCE CERTIFICATE**

# VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

**1. Application is made for 2.5% vendor preference for the reason checked:**

- Bidder is an individual resident vendor and has resided continuously in West Virginia, or bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia, for four (4) years immediately preceding the date of this certification; **or**,
- Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **or**,
- Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,

**2. Application is made for 2.5% vendor preference for the reason checked:**

- Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

**3. Application is made for 2.5% vendor preference for the reason checked:**

- Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; **or**,

**4. Application is made for 5% vendor preference for the reason checked:**

- Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,

**5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,

**6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

**7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**

- Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

**8. Application is made for reciprocal preference.**

- Bidder is a West Virginia resident and is requesting reciprocal preference to the extent that it applies.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: Quality Water Services, LLC

Signed: Stephanie Westfall

Date: 12/10/2020

Title: CEO, Member

**ATTACHMENT 6: PURCHASING AFFIDAVIT**



STATE OF WEST VIRGINIA  
**PURCHASING AFFIDAVIT**

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code § 15A-3-14, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code § 61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Quality Water Services, LLC

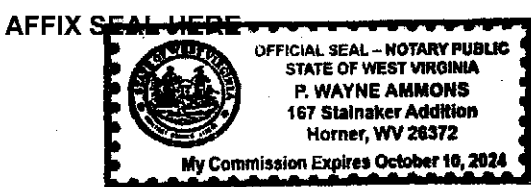
Authorized Signature: *Stephanie E Westfall* Date: 12/16/2020

State of West Virginia

County of Lewis, to-wit:

Taken, subscribed, and sworn to before me this 16<sup>th</sup> day of December, 2020.

My Commission expires October 10, 2024.



NOTARY PUBLIC *P. Wayne Ammons*