

**WASTE STREAM AND STORMWATER SAMPLING SERVICES  
IN SUPPORT OF THE CONNECTICUT ARMY NATIONAL GUARD**

27 July 2004

1. Written proposals are requested from interested contractors. The United States Property and Fiscal Office for Connecticut, anticipates awarding a contract with one (1) base year and four (4) option years. The contract will not exceed five years.

**2. SCOPE**

- A. The Connecticut Army National Guard (CTARNG) shall select a company, hereafter the "Sampling Contractor" capable of satisfactorily collecting and delivering to a contracted laboratory, samples of waste products, soil, ground water and storm water.
- B. This work shall consist of annually conducting two rounds of sampling activities:
  1. Sampling materials in our waste streams associated with fuel, oil and gasoline storage facilities, and vehicle maintenance operations. This will include sampling of oil/water separators in compliance with the Connecticut Department of Environmental Protection (CTDEP) General Permit for Vehicle Maintenance Wastewater.
  2. Collecting stormwater samples as required under the CTDEP General Permits for Stormwater Associated with Industrial Activities.
- C. The sampling Contractor shall furnish all technical personnel, labor, materials, machinery, tools, equipment, and services, including transportation services. CTARNG will provide, through our contracted laboratory, all sample containers, labels, and preservatives.

**3. DESCRIPTION OF WORK**

- A. The CTARNG operates multiple hazardous waste generator sites and maintenance sites throughout Connecticut.
- B. The goal of this multi-year, waste stream evaluation program is to achieve and maintain compliance with all hazardous waste regulations and industrial stormwater regulations.
- C. The CTARNG has fifteen hazardous waste generator sites where a total of approximately seventy five samples shall be collected, annually. The waste stream samples are typically collected during the months of July or August. A collection schedule shall be set up in which the Sampling Contractor will visit all facilities in a one week period to collect samples and deliver them to our contracted laboratory. The waste streams that will be sampled include, but are not limited to the following items.
  - Sludge from oil/water separators
  - Water in discharge pipe from oil/water separators
  - Used oil
  - Used antifreeze
  - Metal Parts Washers
  - Used rags
  - Aqueous rinse water (underground storage tank)
  - Solvent
- D. The CTARNG has ten locations with CTDEP industrial stormwater general permits. The outfalls at these facilities require stormwater sampling. The Sampling Contractor shall be required to monitor the weather in order to identify the appropriate times to collect samples in accordance with CTDEP requirements. A number of false starts may occur

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due to the unpredictability of the weather. The Sampling Contractor should build this factor into their proposal.

- E. **Attachment 1** lists the expected sampling sites for the base year of this contract. The additional years of the stormwater sampling are dependent on the results of the first year. Therefore, the number of locations and outfalls may be modified or amended.
- F. The Sampling Contractor shall propose a sampling schedule for the waste stream task to the CTARNG for approval at least three weeks in advance of commencing sampling. The CTARNG will modify the schedule in consultation with the Sampling Contractor as necessary, and will coordinate access to all locations based on the finalized schedule. The CTARNG will give final approval to begin sampling only after this coordination is complete.
- G. The stormwater sampling task is dependent upon the occurrence of appropriate level of rain. Stormwater sampling should begin as early in each calendar year as possible because of the unpredictability of the weather. The CTARNG will provide locations of outfalls (see **Attachment 1**) and orientation to the sites. Once the Sampling Contractor is familiar with the sampling locations it can attempt to collect samples as the weather dictates. Access to the sites in the evenings and on the weekends is limited. The Sampling Contractor should not count on access outside of regular business hours.
- H. Sampling and handling requirements are listed in **Attachment 2**.
- I. The CTARNG reserves the right to add additional waste stream or stormwater testing sites and sampling tasks, as needed, by contract modification, to accommodate changes in permitting requirements, as may be mandated by the CTDEP.

**4. DELIVERABLES**

- A. A sample collection report shall be provided for each sampling event.
- B. Samples shall be identified according to the protocol as noted in **Attachment 3**.
- C. The sample collection reports for waste stream samples shall include the following information, at a minimum:
  - 1. CTARNG location
  - 2. Date of collection
  - 3. Sample description
  - 4. Sample identification number
  - 5. Any additional comments to clarify sample location or contents
- D. The sample collection reports for stormwater samples shall include the following information, at a minimum:
  - 1. CTARNG location
  - 2. Date and time of collection
  - 3. Person collecting samples
  - 4. pH of uncontaminated rainfall
  - 5. Temperature of air
  - 6. Time of the start of the stormwater discharge
  - 7. Magnitude (in inches) of storm event sampled
  - 8. Duration between the storm event sampled and the previous storm event greater than 0.1 inch of rainfall.
- D. Samples delivered to the aquatic testing lab must be within a required temperature range as directed by the CTDEP. Sample temperatures greater than the prescribed 0-6 degrees C may be considered invalid. Samples should be kept properly iced. When the temperature of a sample exceeds the requirement, and a reasonable explanation is not available, the Contracting Officer's Representative (COR) will require that a new sample

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be taken. When the temperature requirement is exceeded, please call the CTDEP Toxicity Section (Rosemary Gatter-Evarts at 860-424-3237, Lee Dunbar at 424-3731 or Thom Haze at 424-3734) for instructions before running the sample. Invalid testing can result in Notice of Violation to the CTARNG for improper handling, collection and storage of samples.

- E. Samples collected should contain no headspace and should be maintained between 0 and 6 degrees C prior to testing. Care should be taken to properly collect, store and transport samples to maintain sample integrity.
- F. Sample collection reports shall be submitted within five business days of sample collection.

**5. BID SUBMITTALS**

- A. All bid submittals must include the following:
  - 1. Cost schedule
  - 2. Statement of qualifications
  - 3. QA/QC protocol
  - 4. Resumes of key personnel.
  - 5. A definitive statement on the capacity of company to provide the requested services.

**6. AWARD OF CONTRACT**

- A. In awarding the contract, the CTARNG may take into consideration both qualifications and pricing. The skill, capacity, experience, ability and responsibility of the Sampling Contractor will be evaluated. The Sampling Contractor will be expected to have not less than three (3) years experience in performing the work contained herein.
- B. The CTARNG anticipates awarding this contract for a period of one (1) year, with four one-year options to extend. The total contract period shall not exceed five (5) years.
- C. The Sampling Contractor shall employ an ample force of personnel to ensure compliance with the specifications.
- D. The Sampling Contractor shall comply with all Federal and State laws and regulations.
- E. The Sampling Contractor shall assign this work to a competent service liaison to handle any problem or request.

**7. CHANGES AND SUPPLEMENTAL PRICING**

- A. The CTARNG shall have the right to make, from time to time and without notice to any sureties or assignees, change orders. The Sampling Contractor shall immediately notify the CTARNG of any increases or decreases in costs caused by such change orders and an equitable adjustment in prices or other terms hereof shall be agreed upon in writing prior to proceeding with performance hereunder.
- B. The CTARNG may request supplemental pricing for services generally within the scope or intent of this contract for which specific prices are not provided.

**7. INVOICING**

Invoices will be made for each delivery order under this contract and will be sent to Environmental Program Manager, Hartford Armory, Room 224, 360 Broad Street, Hartford, Connecticut 06105-3779.

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**8. CTARNG RESPONSIBILITIES**

- A. The CTARNG agrees to accept responsibility for the following:
  - 1. Taking corrective action upon notification by the Sampling Contractor of problems or conditions that prohibit the performance of any duties under this contract;
  - 2. Responding to the Sampling Contractor's complaints;
  - 3. Notifying the Sampling Contractor of conditions that would require additional service at additional cost; and
  - 4. Providing access to the sites or materials at the times and places agreed.
- B. The point of contact for administration of this contract is Environmental Program Manager, Hartford Armory, Room 224, 360 Broad Street, Hartford, Connecticut 06105-3779.

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**ATTACHMENT 1**

Sampling Locations

Base Year – CY 2005

15 Hazardous waste sites – approximately 75 samples in all  
10 Stormwater sites – approximately 20 outfalls

Option Year One – CY 2006

15 Hazardous waste sites – approximately 75 samples  
10 Stormwater sites – approximately 20 outfalls

Option Year Two – CY 2007

15 Hazardous waste sites – approximately 75 samples  
10 Stormwater sites – approximately 20 outfalls

Option Year Three – CY 2008

15 Hazardous waste sites – approximately 75 samples  
10 Stormwater sites – approximately 20 outfalls

Option Year Four– CY 2009

15 Hazardous waste sites – approximately 75 samples  
10 Stormwater sites – approximately 20 outfalls

Hazardous waste locations:

Branford  
East Lyme (2)  
Groton  
Hartford (2)  
Manchester  
Norwich  
Naugatuck  
Southington (2)  
Stratford  
Windsor Locks (3)

Stormwater locations:

Branford  
East Lyme (2)  
Groton  
Hartford  
Manchester  
Norwich  
Southington  
Windsor Locks (2)

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**ATTACHMENT 2**

1. Sample Collection and Handling

- A. The Sampling Contractor shall be responsible for obtaining samples and for submitting all samples to a laboratory along with a completed and approved chain of custody. Delivery time shall be minimized in order to ensure compliance with holding times.
- B. The Sampling Contractor shall notify the CTARNG of any samples that exceed their holding time as a result of the Sampling Contractor's performance when the exceedance occurs. The CTARNG reserves the right to have the location re-sampled if holding times are exceeded due to the Sampling Contractor's performance at the Sampling Contractor's expense.
- C. The Sampling Contractor shall consider laboratory operating hours when collecting and delivering samples with short holding times. The Sampling Contractor will coordinate with the laboratory when it intends to collect samples with short holding times and receive an affirmative response that the lab will be able to meet the holding time requirement before samples are collected and delivered. The laboratory has the right to refuse short holding time samples on Fridays or Holidays or when insufficient notification and coordination was performed.

2. Chain of custody

- B. A chain of custody is essential in documenting the authenticity of a sample and the chemical analysis of the same sample. The contract laboratory's chain of custody form will be used in this program.
- C. At the time of sample transfer, personnel are to sign at the bottom under "relinquished by" and "accepted by," noting the date and time. The CTARNG is to receive a copy at the time samples are relinquished to the laboratory.
- D. The chain of custody has space provided for "analysis required". This shall be completed by the sampling company in accordance with information provided by the CTARNG.

3. Sample Containers and Coolers

- 1. The CTARNG shall provide all sample containers through coordination with its contract laboratory. It shall provide the appropriate sample containers, preservatives, and labels. The Sampling Contractor will prepare all trip blanks and provide water to prepare field blanks as required for the sampling program.
- 2. The Sampling Contractor will supply all coolers and ice or ice packs necessary for maintaining samples during field activities and transportation to the laboratory.
- 3. Samples delivered to the aquatic testing lab must be within the required temperature range. Sample temperatures greater than the prescribed 0-6 degrees C may be considered invalid. Samples should be kept properly iced. When the temperature of a sample exceeds the requirement, and a reasonable explanation is not available, the COR will require that a new sample be taken. When the temperature requirement is exceeded, please call the DEP toxicity Section (Rosemary Gatter-Evarts at 860-424-3237, Lee Dunbar at 424-3731 or Thom Haze at 424-3734) for instructions before running the sample. Invalid testing can result in Notice of Violation to the CTARNG for improper handling, collection and storage of samples.

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4. Samples collected should contain no headspace and should be maintained between 0 and 6 degrees C prior to testing. Care should be taken to properly collect, store and transport samples to maintain sample integrity.

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**ATTCHMENT 3**

**Sample Numbering Protocol**

Waste stream samples will be labeled as follows:

**CTARNG Location:** (Name of the military facility)

**Type of waste stream:** (used oil)

**Id Number sequence:** (01, 02, etc)

**Date of collection:**

**Additional comments to clarify sample location or contents**

Example of Numbering Protocol: CSMS - used oil – 01

Stormwater samples will be identified with the following information:

**CTARNG location:**

**Date and time of collection:**

**pH of uncontaminated rainfall:**

**Temperature of air:**

**Time of the start of the stormwater discharge:**

**Magnitude (in inches) of storm event sampled:**

**Duration between the storm event sampled and the previous storm event greater than 0.1 inch of rainfall:**

**Person collecting samples:**