



TRIAL COURT OF THE COMMONWEALTH

District Court Department
First Barnstable Division, Probation Dept.
P.O. Box 427, 3195 Main Street
Probation Department
Barnstable, MA 02630

KATHRYN E. HAND
JAMES E. BUTCHER
FIRST JUSTICE
PROBATION OFFICER

TELEPHONE

508-375-6800

CHIEF

FAX: 508-362-1130

SEAN

D. SHEEHAN

ASST. CHIEF PROBATION OFFICER
BARRY H. NUNES

ASST. CHIEF

PROBATION OFFICER

Friday, May 12, 2017

Board of Commissioners
Superior Courthouse
3195 Main Street
P.O. Box 427
Barnstable, MA 02630

Dear Mr. Jack Units,

My name is Donna Widdiss employed by the First District Court Probation Department for over 17 years. The Probation Dept in the State of Massachusetts for the first time has initiated a statewide program regarding diversity, cultural differences and inclusion. I am a Cultural Proficiency Champion selected by the state as a representative.

The mission of this program is to make all the departments aware of how we interact with the public as well as with each other treating all individuals with dignity and respect.

The Cultural Proficiency Program is requesting statewide that each Cultural Champion representative from their courthouse put on an event on September 28th to bring awareness to this matter. The mission is to bring everyone together to share their cultures and background in celebration of their heritage.

We are inviting departments from the First District Court and Superior Court for this event.

We are requesting permission for the use of the arbor for this event. I am hoping this event will be between the hours of 12:00 - 2:00 on September 28, 2017.

Please contact me at your earliest convenience at 508-375-6812 so I can begin preparations as this is a monumental task to organize and be successful. I am so looking forward to the challenge and would appreciate all your help and support to make this event memorable.

Sincerely yours,

Donna Widdiss



TRANSFER REQUEST FORM

Date: May 25, 2017

Department: Cape Light Compact

Completed: _____

Increase:

Org/Obj:	<u>034126-5713-0115</u>	Amount:	<u>\$ 52,000.00</u>
Org/Obj:	_____	Amount:	_____
Org/Obj:	_____	Amount:	_____
Org/Obj:	_____	Amount:	_____
Org/Obj:	_____	Amount:	_____
Org/Obj:	_____	Amount:	_____
Org/Obj:	_____	Amount:	_____

Decrease:

Org/Obj:	<u>034126-5713-0116</u>	Amount:	<u>\$ 52,000.00</u>
Org/Obj:	_____	Amount:	_____
Org/Obj:	_____	Amount:	_____
Org/Obj:	_____	Amount:	_____
Org/Obj:	_____	Amount:	_____
Org/Obj:	_____	Amount:	_____
Org/Obj:	_____	Amount:	_____

Reason(s) for transfer:

Funds needed for a customer incentive in the Municipal New Construction Initiative.
Cape Light Compact Energy Efficient Program.

Approvals:

Approved by: <u><i>Margaret Dowdy</i></u>	Department Director	_____	Date
Approved by: _____	Leo G. Cakounes Chair	_____	Mary Pat Flynn Vice-Chair
_____	Ronald R. Beaty Commissioner	_____	Date



B A R N S T A B L E C O U N T Y

Resource Development and AmeriCorps Cape Cod

P.O. Box 427

Barnstable, MA 02630

Quan Tobey

(508) 375-6965 phone



DATE: June 2, 2017

TO: County Commissioners

FROM: Quan Tobey

SUBJECT: New Fund Memo for MassDEP 319 Grant

Barnstable County and the Department of Health and the Environment has received a grant in the amount of \$135,335.00 from the MA Department of Environmental Protection (MassDEP).

Please sign below so the Finance Department may establish a new fund for this grant. The Contract is attached for your reference. This funding is for the MA Alternative Septic System Test Center (MASSTC) to develop a best management practice for passively removing nitrogen from onsite septic systems.

Respectfully submitted,

A handwritten signature in blue ink that reads "Quan Tobey".

Quan Tobey

Leo Cakounes
County Commissioner

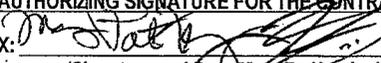
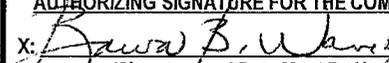
Mary Pat Flynn
County Commissioner

Ron Beaty
County Commissioner

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this contract. An electronic copy of this form is available at www.mass.gov/osc under Guidance For Vendors - Forms or www.mass.gov/osd under OSD Forms.

CONTRACTOR LEGAL NAME: Barnstable County Dept. of Health and the Environment		COMMONWEALTH DEPARTMENT NAME: MMARS Department Code: Department of Environmental Protection	
Legal Address: (W-9, W-4, T&C): 3195 Main Street, Barnstable MA 02630		Business Mailing Address: 8 New Bond Street, Worcester MA 01606	
Contract Manager: George Heufelder		Billing Address (if different):	
E-Mail: gheufelder@barnstablecounty.org		Contract Manager: Christopher Palmer	
Phone: 508-375-6616	Fax: 508-362-2603	E-Mail: christopher.palmer@state.ma.us	
Contractor Vendor Code: VC6000194979		Phone: 617-292-5772	Fax: 617-292-5850
Vendor Code Address ID (e.g. "AD001"): AD01 (Note: The Address Id Must be set up for EFT payments.)		MMARS Doc ID(s): CT EQE 5014 CTYBARNSTABLE1703319	
		RFR/Procurement or Other ID Number: BWP RFR # 2016-08	
<u>X</u> NEW CONTRACT		___ CONTRACT AMENDMENT	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) ___ Statewide Contract (OSD or an OSD-designated Department) ___ Collective Purchase (Attach OSD approval, scope, budget) X Department Procurement (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) ___ Emergency Contract (Attach justification for emergency, scope, budget) ___ Contract Employee (Attach Employment Status Form, scope, budget) ___ Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)		Enter Current Contract End Date Prior to Amendment: ____, 20 ____. Enter Amendment Amount: \$ _____. (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) ___ Amendment to Scope or Budget (Attach updated scope and budget) ___ Interim Contract (Attach justification for Interim Contract and updated scope/budget) ___ Contract Employee (Attach any updates to scope or budget) ___ Legislative/Legal or Other: (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions ___ Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. ___ Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) X Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended): <u>\$135,335.</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: X agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Project 17-03/319, Development of a Best Management Practice for Passively Removing Nitrogen from Onsite Septic Systems grant project			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date . ___ 2. may be incurred as of ____, 20 ____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date . ___ 3. were incurred as of ____, 20 ____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of June 30, 2019 , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions , this Standard Contract Form including the Instructions and Contractor Certifications , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X:  Date: <u>12/21/2016</u> (Signature and Date Must Be Handwritten At Time of Signature)		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X:  Date: <u>3/2/17</u> (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: <u>Mary Pat Flynn, Leo Cakoures</u>		Print Name: <u>Bawa B. Wavezwa</u>	
Print Title: <u>County Commissioners</u>		Print Title: <u>Director COM Fiscal</u>	

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



INSTRUCTIONS AND CONTRACTOR CERTIFICATIONS

The following instructions and terms are incorporated by reference and apply to this Standard Contract Form. Text that appears underlined indicates a "hyperlink" to an Internet or bookmarked site and are unofficial versions of these documents and Departments and Contractors should consult with their legal counsel to ensure compliance with all legal requirements. Using the Web Toolbar will make navigation between the form and the hyperlinks easier. Please note that not all applicable laws have been cited.

CONTRACTOR LEGAL NAME (AND D/B/A): Enter the Full Legal Name of the Contractor's business as it appears on the Contractor's W-9 or W-4 Form (Contract Employees only) and the applicable Commonwealth Terms and Conditions If Contractor also has a "doing business as" (d/b/a) name, BOTH the legal name and the "d/b/a" name must appear in this section.

Contractor Legal Address: Enter the Legal Address of the Contractor as it appears on the Contractor's W-9 or W-4 Form (Contract Employees only) and the applicable Commonwealth Terms and Conditions, which must match the legal address on the 1099 table in MMARS (or the Legal Address in HR/CMS for Contract Employee).

Contractor Contract Manager: Enter the authorized Contract Manager who will be responsible for managing the Contract. The Contract Manager should be an Authorized Signatory or, at a minimum, a person designated by the Contractor to represent the Contractor, receive legal notices and negotiate ongoing Contract issues. The Contract Manager is considered "Key Personnel" and may not be changed without the prior written approval of the Department. If the Contract is posted on COMMBUYS, the name of the Contract Manager must be included in the Contract on COMMBUYS.

Contractor E-Mail Address/Phone/Fax: Enter the electronic mail (e-mail) address, phone and fax number of the Contractor Contract Manager. This information must be kept current by the Contractor to ensure that the Department can contact the Contractor and provide any required legal notices. Notice received by the Contract Manager (with confirmation of actual receipt) through the listed address, fax number(s) or electronic mail address will meet any written legal notice requirements.

Contractor Vendor Code: The Department must enter the MMARS Vendor Code assigned by the Commonwealth. If a Vendor Code has not yet been assigned, leave this space blank and the Department will complete this section when a Vendor Code has been assigned. The Department is responsible under the Vendor File and W-9s Policy for verifying with authorized signatories of the Contractor, as part of contract execution, that the legal name, address and Federal Tax Identification Number (TIN) in the Contract documents match the state accounting system.

Vendor Code Address ID: (e.g., "AD001") The Department must enter the MMARS Vendor Code Address ID identifying the payment remittance address for Contract payments, which MUST be set up for EFT payments PRIOR to the first payment under the Contract in accordance with the Bill Paying and Vendor File and W-9 policies.

COMMONWEALTH DEPARTMENT NAME: Enter the full Department name with the authority to obligate funds encumbered for the Contract.

Commonwealth MMARS Alpha Department Code: Enter the three (3) letter MMARS Code assigned to this Commonwealth Department in the state accounting system.

Department Business Mailing Address: Enter the address where all formal correspondence to the Department must be sent. Unless otherwise specified in the Contract, legal notice sent or received by the Department's Contract Manager (with confirmation of actual receipt) through the listed address, fax number(s) or electronic mail address for the Contract Manager will meet any requirements for legal notice.

Department Billing Address: Enter the Billing Address or email address if invoices must be sent to a different location. Billing or confirmation of delivery of performance issues should be resolved through the listed Contract Managers.

Department Contract Manager: Identify the authorized Contract Manager who will be responsible for managing the Contract, who should be an authorized signatory or an employee designated by the Department to represent the Department to receive legal notices and negotiate ongoing Contract issues.

Department E-Mail Address/Phone/Fax: Enter the electronic mail (e-mail) address, phone and fax number of the Department Contract Manager. Unless otherwise specified in the Contract, legal notice sent or received by the Contract Manager (with confirmation of actual receipt) through the listed address, fax number(s) or electronic mail address will meet any requirements for written notice under the Contract.

MMARS Document ID(s): Enter the MMARS 20 character encumbrance transaction number associated with this Contract which must remain the same for the life of the Contract. If multiple numbers exist for this Contract, identify all Doc IDs.

RFR/Procurement or Other ID Number or Name: Enter the Request for Response (RFR) or other Procurement Reference number, Contract ID Number or other reference/tracking number for this Contract or Amendment and will be entered into the Board Award Field in the MMARS encumbrance transaction for this Contract.

NEW CONTRACTS (left side of Form):

Complete this section ONLY if this Contract is brand new. (Complete the CONTRACT AMENDMENT section for any material changes to an existing or an expired Contract, and for exercising options to renew or annual contracts under multi-year procurement or grant program.)

PROCUREMENT OR EXCEPTION TYPE: Check the appropriate type of procurement or exception for this Contract. Only one option can be selected. See State Finance Law and General Requirements, Acquisition Policy and Fixed Assets, the Commodities and Services Policy and the Procurement Information Center (Department Contract Guidance) for details.

Statewide Contract (OSD or an OSD-designated Department). Check this option for a Statewide Contract under OSD, or by an OSD-designated Department.

Collective Purchase approved by OSD. Check this option for Contracts approved by OSD for collective purchases through federal, state, local government or other entities.

Department Contract Procurement. Check this option for a Department procurement including state grants and federal sub-grants under 815 CMR 2.00 and State Grants and Federal Subgrants Policy, Departmental Master Agreements (MA). If multi-Department user Contract, identify multi-Department use is allowable in Brief Description.

Emergency Contract. Check this option when the Department has determined that an unforeseen crisis or incident has arisen which requires or mandates immediate purchases to avoid substantial harm to the functioning of government or the provision of necessary or mandated services or whenever the health, welfare or safety of clients or other persons or serious damage to property is threatened.

Contract Employee. Check this option when the Department requires the performance of an Individual Contractor, and when the planned Contract performance with an Individual has been classified using the Employment Status Form (prior to the Contractor's selection) as work of a Contract Employee and not that of an Independent Contractor.

Legislative/Legal or Other. Check this option when legislation, an existing legal obligation, prohibition or other circumstance exempts or prohibits a Contract from being competitively procured, or identify any other procurement exception not already listed. Legislative "earmarks" exempt the Contract solely from procurement requirements, and all other Contract and state finance laws and policies apply. Supporting documentation must be attached to explain and justify the exemption.

CONTRACT AMENDMENT (Right Side of Form)

Complete this section for any Contract being renewed, amended or to continue a lapse Contract. All Contracts with available options to renew must be amended referencing the original procurement and Contract doc ids, since all continuing contracts must be maintained in the same Contract file (even if the underlying appropriation changes each fiscal year.) "See Amendments, Suspensions, and Termination Policy.)

Enter Current Contract End Date: Enter the termination date of the Current Contract being amended, even if this date has already passed. (Note: Current Start Date is not requested since this date does not change and is already recorded in MMARS.)

Enter Amendment Amount: Enter the amount of the Amendment increase or decrease to a Maximum Obligation Contract. Enter "no change" for Rate Contracts or if no change.

AMENDMENT TYPE: Identify the type of Amendment being done. Documentation supporting the updates to performance and budget must be attached. **Amendment to Scope or Budget.** Check this option when renewing a Contract or executing any Amendment ("material change" in Contract terms) even if the Contract has lapsed. The parties may negotiate a change in any element of Contract performance or cost identified in the RFR or the Contractor's response which results in lower costs, or a more cost-effective or better value performance than was presented in the original selected response, provided the negotiation results in a better value within the scope of the RFR than what was proposed by the Contractor in the original selected response. Any "material" change in the Contract terms must be memorialized in a formal Amendment even if a corresponding MMARS transaction is not needed to support the change. Additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

Interim Contracts. Check this option for an Interim Contract to prevent a lapse of Contract performance whenever an existing Contract is being re-procured but the new procurement has not been completed, to bridge the gap during implementation between an expiring and a new procurement, or to contract with an interim Contractor when a current Contractor is unable to complete full performance under a Contract.

Contract Employee. Check this option when the Department requires a renewal or other amendment to the performance of a Contract Employee.

Legislative/Legal or Other. Check this option when legislation, an existing legal obligation, prohibition or other circumstance exempts or prohibits a Contract from being competitively procured, or identify any other procurement exception not already listed. Legislative "earmarks" exempt the Contract solely from procurement requirements, and all other Contract and state finance laws and policies apply. Attach supporting documentation to explain and justify the exemption and whether Contractor selection has been publicly

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



posted.

CONTRACT END DATE

COMMONWEALTH TERMS AND CONDITIONS

Identify which Commonwealth Terms and Conditions the Contractor has executed and is incorporated by reference into this Contract. This Form is signed only once and recorded on the Vendor Customer File (VCUST). See Vendor File and W-9s Policy.

COMPENSATION

Identify if the Contract is a **Rate Contract** (with no stated Maximum Obligation) or a **Maximum Obligation Contract** (with a stated Maximum Obligation) and identify the Maximum Obligation. If the Contract is being amended, enter the new Maximum Obligation based upon the increase or decreasing Amendment. The Total Maximum Obligation must reflect the total funding for the dates of service under the contract, including the Amendment amount if the Contract is being amended. The Maximum Obligation must match the MMARS encumbrance. Funding and allotments must be verified as available and encumbered prior to incurring obligations. If a Contract includes both a Maximum Obligation component and Rate Contract component, check off both, specific Maximum Obligation amounts or amended amounts and Attachments must clearly outline the Contract breakdown to match the encumbrance.

PAYMENTS AND PROMPT PAY DISCOUNTS

Payments are processed within a 45 day payment cycle through EFT in accordance with the Commonwealth Bill Paying Policy for investment and cash flow purposes. Departments may NOT negotiate accelerated payments and Payees are NOT entitled to accelerated payments UNLESS a prompt payment discount (PPD) is provided to support the Commonwealth's loss of investment earnings for this earlier payment, or unless a payments is legally mandated to be made in less than 45 days (e.g., construction contracts, Ready Payments under G.L. c. 29, s. 23A). See Prompt Pay Discounts Policy. PPD are identified as a percentage discount which will be automatically deducted when an accelerated payment is made. Reduced contracts rates may not be negotiated to replace a PPD. If PPD fields are left blank please identify that the Contractor agrees to the standard 45 day cycle; a statutory/legal exemption such as Ready Payments (G.L. c. 29, § 23A); or only an initial accelerated payment for reimbursements or start up costs for a grant, with subsequent payments scheduled to support standard EFT 45 day payment cycle. Financial hardship is not a sufficient justification to accelerate cash flow for *all* payments under a Contract. Initial grant or contract payments may be accelerated for the *first* invoice or initial installment, but subsequent periodic installments or invoice payments should be scheduled to support the Payee cash flow needs and the standard 45 day EFT payment cycle in accordance with the Bill Paying Policy. Any accelerated payment that does not provide for a PPD must have a legal justification in Contract file for audit purposes explaining why accelerated payments were allowable without a PPD.

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE

Enter a brief description of the Contract performance, project name and/or other identifying information for the Contract to specifically identify the Contract performance, match the Contract with attachments, determine the appropriate expenditure code (as listed in the Expenditure Classification Handbook) or to identify or clarify important information related to the Contract such as the Fiscal Year(s) of performance (ex. "FY2012" or "FY2012-14"). Identify settlements or other exceptions and attach more detailed justification and supporting documents. Enter "Multi-Department Use" if other Departments can access procurement. For Amendments, identify the purpose and what items are being amended. Merely stating "see attached" or referencing attachments without a narrative description of performance is insufficient.

ANTICIPATED START DATE

The Department and Contractor must certify WHEN obligations under this Contract/Amendment may be incurred. Option 1 is the default option when performance may begin as of the Effective Date (latest signature date and any required approvals). If the parties want a new Contract or renewal to begin as of the upcoming fiscal year then list the fiscal year(s) (ex. "FY2012" or "FY2012-14") in the Brief Description section. Performance starts and encumbrances reflect the default Effective Date (if no FY is listed) or the later FY start date (if a FY is listed). Use Option 2 only when the Contract will be signed well in advance of the start date and identify a specific future start date. Do not use Option 2 for a fiscal year start unless it is certain that the Contract will be signed prior to fiscal year. Option 3 is used in lieu of the Settlement and Release Form when the Contract/Amendment is signed late, and obligations have already been incurred by the Contractor prior to the Effective Date for which the Department has either requested, accepted or deemed legally eligible for reimbursement, and the Contract includes supporting documents justifying the performance or proof of eligibility, and approximate dates. Any obligations incurred outside the scope of the Effective Date under any Option 2 or 3, even if the incorrect Option is selected, shall be automatically deemed a settlement included under the terms of the Contract and upon payment to the Contractor will release the Commonwealth from further obligations for the identified performance. All settlement payments require justification and must be under same encumbrance and object codes as the Contract payments. Performance dates are subject to G.L. c.4, § 9.

The Department must enter the date that Contract performance will terminate. If the **Contract is being amended and the Contract End Date is not changing, this date must be re-entered again here**. A Contract must be signed for at least the initial duration but not longer than the period of procurement listed in the RFR, or other solicitation document (if applicable). No new performance is allowable beyond the end date without an amendment, but the Department may allow a Contractor to complete minimal close out performance obligations if substantial performance has been made prior to the termination date of the Contract and prior to the end of the fiscal year in which payments are appropriated, provided that any close out performance is subject to appropriation and funding limits under state finance law, and CTR may adjust encumbrances and payments in the state accounting system to enable final close out payments. Performance dates are subject to G.L. c.4, § 9.

CERTIFICATIONS AND EXECUTION

See Department Head Signature Authorization Policy and the Contractor Authorized Signatory Listing for policies on Contractor and Department signatures.

Authorizing Signature for Contractor/Date: The Authorized Contractor Signatory must (in their own handwriting and in ink) sign AND enter the date the Contract is signed. See section above under "Anticipated Contract Start Date". Acceptance of payment by the Contractor shall waive any right of the Contractor to claim the Contract/Amendment is not valid and the Contractor may not void the Contract. **Rubber stamps, typed or other images are not acceptable.** Proof of Contractor signature authorization on a **Contractor Authorized Signatory Listing** may be required by the Department if not already on file.

Contractor Name /Title: The Contractor Authorized Signatory's name and title must appear legibly as it appears on the **Contractor Authorized Signatory Listing**.

Authorizing Signature For Commonwealth/Date: The Authorized Department Signatory must (in their own handwriting and in ink) sign AND enter the date the Contract is signed. See section above under "Anticipated Start Date". **Rubber stamps, typed or other images are not accepted.** The Authorized Signatory must be an employee within the Department legally responsible for the Contract. See Department Head Signature Authorization. The Department must have the legislative funding appropriated for all the costs of this Contract or funding allocated under an approved Interdepartmental Service Agreement (ISA). A Department may not contract for performance to be delivered to or by another state department without specific legislative authorization (unless this Contract is a Statewide Contract). For Contracts requiring Secretariat signoff, evidence of Secretariat signoff must be included in the Contract file.

Department Name /Title: Enter the Authorized Signatory's name and title legibly.

CONTRACTOR CERTIFICATIONS AND LEGAL REFERENCES

Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified, subject to any required approvals. The Contractor makes all certifications required under this Contract under the pains and penalties of perjury, and agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein:

Commonwealth and Contractor Ownership Rights. The Contractor certifies and agrees that the Commonwealth is entitled to ownership and possession of all "deliverables" purchased or developed with Contract funds. A Department may not relinquish Commonwealth rights to deliverables nor may Contractors sell products developed with Commonwealth resources without just compensation. The Contract should detail all Commonwealth deliverables and ownership rights and any Contractor proprietary rights.

Qualifications. The Contractor certifies it is qualified and shall at all times remain qualified to perform this Contract; that performance shall be timely and meet or exceed industry standards for the performance required, including obtaining requisite licenses, registrations, permits, resources for performance, and sufficient professional, liability; and other appropriate insurance to cover the performance. If the Contractor is a business, the Contractor certifies that it is listed under the Secretary of State's website as licensed to do business in Massachusetts, as required by law.

Business Ethics and Fraud, Waste and Abuse Prevention. The Contractor certifies that performance under this Contract, in addition to meeting the terms of the Contract, will be made using ethical business standards and good stewardship of taxpayer and other public funding and resources to prevent fraud, waste and abuse.

Collusion. The Contractor certifies that this Contract has been offered in good faith and without collusion, fraud or unfair trade practices with any other person, that any actions to avoid or frustrate fair and open competition are prohibited by law, and shall be grounds for rejection or disqualification of a Response or termination of this Contract.

Public Records and Access The Contractor shall provide full access to records related to performance and compliance to the Department and officials listed under Executive Order 195 and G.L. c. 11, s.12 seven (7) years beginning on the first day after the final payment

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



under this Contract or such longer period necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving this Contract. Access to view Contractor records related to any breach or allegation of fraud, waste and/or abuse may not be denied and Contractor can not claim confidentiality or trade secret protections solely for viewing but not retaining documents. Routine Contract performance compliance reports or documents related to any alleged breach or allegation of non-compliance, fraud, waste, abuse or collusion may be provided electronically and shall be provided at Contractor's own expense. Reasonable costs for copies of non-routine Contract related records shall not exceed the rates for public records under 950 C.M.R. 32.00.

Debarment. The Contractor certifies that neither it nor any of its subcontractors are currently debarred or suspended by the federal or state government under any law or regulation including, Executive Order 147; G.L. c. 29, s. 29F; G.L. c. 30, § 39R; G.L. c. 149, § 27C; G.L. c. 149, § 44C; G.L. c. 149, § 148B and G.L. c. 152, s. 25C.

Applicable Laws. The Contractor shall comply with all applicable state laws and regulations including but not limited to the applicable Massachusetts General Laws; the Official Code of Massachusetts Regulations; Code of Massachusetts Regulations (unofficial); 801 CMR 21.00 (Procurement of Commodity and Service Procurements, Including Human and Social Services); 815 CMR 2.00 (Grants and Subsidies); 808 CMR 1.00 (Compliance, Reporting and Auditing for Human And Social Services); AICPA Standards; confidentiality of Department records under G.L. c. 66A; and the Massachusetts Constitution Article XVIII if applicable.

Invoices. The Contractor must submit invoices in accordance with the terms of the Contract and the Commonwealth Bill Paying Policy. Contractors must be able to reconcile and properly attribute concurrent payments from multiple Departments. Final invoices in any fiscal year must be submitted no later than August 15th for performance made and received (goods delivered, services completed) prior to June 30th, in order to make payment for that performance prior to the close of the fiscal year to prevent reversion of appropriated funds. Failure to submit timely invoices by August 15th or other date listed in the Contract shall authorize the Department to issue an estimated payment based upon the Department's determination of performance delivered and accepted. The Contractor's acceptance of this estimated payment releases the Commonwealth from further claims for these invoices. If budgetary funds revert due to the Contractor's failure to submit timely final invoices, or for disputing an estimated payment, the Department may deduct a penalty up to 10% from any final payment in the next fiscal year for failure to submit timely invoices.

Payments Subject To Appropriation. Pursuant to G.L. c. 29 § 26, § 27 and § 29, Departments are required to expend funds only for the purposes set forth by the Legislature and within the funding limits established through appropriation, allotment and subsidiary, including mandated allotment reductions triggered by G.L. c. 29, § 9C. A Department cannot authorize or accept performance in excess of an existing appropriation and allotment, or sufficient non-appropriated available funds. Any oral or written representations, commitments, or assurances made by the Department or any other Commonwealth representative are not binding. The Commonwealth has no legal obligation to compensate a Contractor for performance that is not requested and is intentionally delivered by a Contractor outside the scope of a Contract. Contractors should verify funding prior to beginning performance.

Intercept. Contractors may be registered as Customers in the Vendor file if the Contractor owes a Commonwealth debt. Unresolved and undisputed debts, and overpayments of Contract payments that are not reimbursed timely shall be subject to intercept pursuant to G.L. c. 7A, s. 3 and 815 CMR 9.00. Contract overpayments will be subject to immediate intercept or payment offset. The Contractor may not penalize any state Department or assess late fees, cancel a Contract or other services if amounts are intercepted or offset due to recoupment of an overpayment, outstanding taxes, child support, other overdue debts or Contract overpayments.

Tax Law Compliance. The Contractor certifies under the pains and penalties of perjury tax compliance with Federal tax laws; state tax laws including but not limited to G.L. c. 62C; G.L. c. 62C, s. 49A; compliance with all state tax laws, reporting of employees and contractors, withholding and remitting of tax withholdings and child support and is in good standing with respect to all state taxes and returns due; reporting of employees and contractors under G.L. c. 62E, withholding and remitting child support including G.L. c. 119A, s. 12; TIR 05-11; New Independent Contractor Provisions and applicable TIRs.

Bankruptcy, Judgments, Potential Structural Changes, Pending Legal Matters and Conflicts. The Contractor certifies it has not been in bankruptcy and/or receivership within the last three calendar years, and the Contractor certifies that it will immediately notify the Department in writing at **least 45 days prior** to filing for bankruptcy and/or receivership, any potential structural change in its organization, or if there is **any risk** to the solvency of the Contractor that may impact the Contractor's ability to timely fulfill the terms of this Contract or Amendment. The Contractor certifies that at any time during the period of the Contract the Contractor is required to affirmatively disclose in writing to the Department Contract Manager the details of any judgment, criminal conviction, investigation or litigation pending against the Contractor or any of its officers, directors, employees, agents, or subcontractors, including any potential conflicts of interest of which the Contractor has knowledge, or learns of during the Contract term. Law firms or Attorneys providing legal

services are required to identify any potential conflict with representation of any Department client in accordance with Massachusetts Board of Bar Overseers (BBO) rules.

Federal Anti-Lobbying and Other Federal Requirements. If receiving federal funds, the Contractor certifies compliance with federal anti-lobbying requirements including 31 U.S. 1352; other federal requirements; Executive Order 11246; Air Pollution Act; Federal Water Pollution Control Act and Federal Employment Laws.

Protection of Personal Data and Information. The Contractor certifies that all steps will be taken to ensure the security and confidentiality of all Commonwealth data for which the Contractor becomes a holder, either as part of performance or inadvertently during performance, with special attention to restricting access, use and disbursement of personal data and information under G.L. c. 93H and c. 66A and Executive Order 504. The Contractor is required to comply with G.L. c. 93I for the proper disposal of all paper and electronic media, backups or systems containing personal data and information, provided further that the Contractor is required to ensure that any personal data or information transmitted electronically or through a portable device be properly encrypted using (at a minimum) Information Technology Division (ITD) Protection of Sensitive Information, provided further that any Contractor having access to credit card or banking information of Commonwealth customers certifies that the Contractor is PCI compliant in accordance with the Payment Card Industry Council Standards and shall provide confirmation compliance during the Contract, provide further that the Contractor shall immediately notify the Department in the event of any security breach including the unauthorized access, disbursement, use or disposal of personal data or information, and in the event of a security breach, the Contractor shall cooperate fully with the Commonwealth and provide access to any information necessary for the Commonwealth to respond to the security breach and shall be fully responsible for any damages associated with the Contractor's breach including but not limited to G.L. c. 214, s. 3B.

Corporate and Business Filings and Reports. The Contractor certifies compliance with any certification, filing, reporting and service of process requirements of the Secretary of the Commonwealth, the Office of the Attorney General or other Departments as related to its conduct of business in the Commonwealth; and with its incorporating state (or foreign entity).

Employer Requirements. Contractors that are employers certify compliance with applicable state and federal employment laws or regulations, including but not limited to G.L. c. 5, s. 1 (Prevailing Wages for Printing and Distribution of Public Documents); G.L. c. 7, s. 22 (Prevailing Wages for Contracts for Meat Products and Clothing and Apparel); minimum wages and prevailing wage programs and payments; unemployment insurance; and contributions; workers' compensation and insurance, child labor laws, AGO fair labor practices; G.L. c. 149 (Labor and Industries); G.L. c. 150A (Labor Relations); G.L. c. 151 and 455 CMR 2.00 (Minimum Fair Wages); G.L. c. 151A (Employment and Training); G.L. c. 151B (Unlawful Discrimination); G.L. c. 151E (Business Discrimination); G.L. c. 152 (Workers' Compensation); G.L. c. 153 (Liability for Injuries); 29 USC c. 8 (Federal Fair Labor Standards); 29 USC c. 28 and the Federal Family and Medical Leave Act.

Federal And State Laws And Regulations Prohibiting Discrimination including but not limited to the Federal Equal Employment Opportunity (EEO) Laws the Americans with Disabilities Act; 42 U.S.C. Sec. 12,101, et seq., the Rehabilitation Act, 29 USC c. 16 s. 794; 29 USC c. 16 s. 701; 29 USC c. 14, 623; the 42 USC c. 45; (Federal Fair Housing Act); G.L. c. 151B (Unlawful Discrimination); G.L. c. 151E (Business Discrimination); the Public Accommodations Law G.L. c. 272, s. 92A; G.L. c. 272, s. 98 and 98A, Massachusetts Constitution Article CXIV and G.L. c. 93, s. 103; 47 USC c. 5, sc. II, Part II, s. 255 (Telecommunication Act); Chapter 149, Section 105D, G.L. c. 151C, G.L. c. 272, Section 92A, Section 98 and Section 98A, and G.L. c. 111, Section 199A, and Massachusetts Disability-Based Non-Discrimination Standards For Executive Branch Entities, and related Standards and Guidance, authorized under Massachusetts Executive Order or any disability-based protection arising from state or federal law or precedent. See also MCAD and MCAD links and Resources.

Small Business Purchasing Program (SBPP). A Contractor may be eligible to participate in the SBPP, created pursuant to Executive Order 523, if qualified through the SBPP COMMBUYS subscription process at: www.commbuys.com and with acceptance of the terms of the SBPP participation agreement.

Limitation of Liability for Information Technology Contracts (and other Contracts as Authorized). The Information Technology Mandatory Specifications and the IT Acquisition Accessibility Contract Language are incorporated by reference into Information Technology Contracts. The following language will apply to Information Technology contracts in the U01, U02, U03, U04, U05, U06, U07, U08, U09, U10, U75, U98 object codes in the Expenditure Classification Handbook or other Contracts as approved by CTR or OSD. Pursuant to Section 11, Indemnification of the Commonwealth Terms and Conditions, the term "other damages" shall include, but shall not be limited to, the reasonable costs the Commonwealth incurs to repair, return, replace or seek cover (purchase of comparable substitute commodities and services) under a Contract. "Other damages" shall not include damages to the Commonwealth as a result of third party claims, provided, however, that the foregoing in no way limits the Commonwealth's right of recovery for personal injury or property damages or patent and copyright infringement under Section 11 nor the Commonwealth's ability to join the contractor as a third party defendant. Further, the term

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



"other damages" shall not include, and in no event shall the contractor be liable for, damages for the Commonwealth's use of contractor provided products or services, loss of Commonwealth records, or data (or other intangible property), loss of use of equipment, lost revenue, lost savings or lost profits of the Commonwealth. In no event shall "other damages" exceed the greater of \$100,000, or two times the value of the product or service (as defined in the Contract scope of work) that is the subject of the claim. Section 11 sets forth the contractor's entire liability under a Contract. Nothing in this section shall limit the Commonwealth's ability to negotiate higher limitations of liability in a particular Contract, provided that any such limitation must specifically reference Section 11 of the Commonwealth Terms and Conditions. In the event the limitation of liability conflicts with accounting standards which mandate that there can be no cap of damages, the limitation shall be considered waived for that audit engagement. These terms may be applied to other Contracts only with prior written confirmation from the Operational Services Division or the Office of the Comptroller. The terms in this Clarification may not be modified.

Northern Ireland Certification. Pursuant to G.L. c. 7 s. 22C for state agencies, state authorities, the House of Representatives or the state Senate, by signing this Contract the Contractor certifies that it does not employ ten or more employees in an office or other facility in Northern Ireland and if the Contractor employs ten or more employees in an office or other facility located in Northern Ireland the Contractor certifies that it does not discriminate in employment, compensation, or the terms, conditions and privileges of employment on account of religious or political belief; and it promotes religious tolerance within the work place, and the eradication of any manifestations of religious and other illegal discrimination; and the Contractor is not engaged in the manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland.

Pandemic, Disaster or Emergency Performance. In the event of a serious emergency, pandemic or disaster outside the control of the Department, the Department may negotiate emergency performance from the Contractor to address the immediate needs of the Commonwealth even if not contemplated under the original Contract or procurement. Payments are subject to appropriation and other payment terms.

Consultant Contractor Certifications (For Consultant Contracts "HH" and "NN" and "U05" object codes subject to G.L. Chapter 29, s. 29A). Contractors must make required disclosures as part of the RFR Response or using the Consultant Contractor Mandatory Submission Form.

Attorneys. Attorneys or firms providing legal services or representing Commonwealth departments may be subject to G.L. c. 30, s. 65, and if providing litigation services must be approved by the Office of the Attorney General to appear on behalf of a Department, and shall have a continuing obligation to notify the Commonwealth of any conflicts of interest arising under the Contract.

Subcontractor Performance. The Contractor certifies full responsibility for Contract performance, including subcontractors, and that comparable Contract terms will be included in subcontracts, and that the Department will not be required to directly or indirectly manage subcontractors or have any payment obligations to subcontractors.

EXECUTIVE ORDERS

For covered Executive state Departments, the Contractor certifies compliance with applicable Executive Orders (see also Massachusetts Executive Orders), including but not limited to the specific orders listed below. A breach during period of a Contract may be considered a material breach and subject Contractor to appropriate monetary or Contract sanctions.

Executive Order 481. Prohibiting the Use of Undocumented Workers on State Contracts. For all state agencies in the Executive Branch, including all executive offices, boards, commissions, agencies, Departments, divisions, councils, bureaus, and offices, now existing and hereafter established, by signing this Contract the Contractor certifies under the pains and penalties of perjury that they shall not knowingly use undocumented workers in connection with the performance of this Contract; that, pursuant to federal requirements, shall verify the immigration status of workers assigned to a Contract without engaging in unlawful discrimination; and shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker

Executive Order 130. Anti-Boycott. The Contractor warrants, represents and agrees that during the time this Contract is in effect, neither it nor any affiliated company, as hereafter defined, participates in or cooperates with an international boycott (See IRC § 999(b)(3)-(4), and IRS Audit Guidelines Boycotts) or engages in conduct declared to be unlawful by G.L. c. 151E, s. 2. A breach in the warranty, representation, and agreement contained in this paragraph, without limiting such other rights as it may have, the Commonwealth shall be entitled to rescind this Contract. As used herein, an affiliated company shall be any business entity of which at least 51% of the ownership interests are directly or indirectly owned by the Contractor or by a person or persons or business entity or entities directly or indirectly owning at least 51% of the ownership interests of the Contractor, or which directly or indirectly owns at least 51% of the ownership interests of the Contractor.

Executive Order 346. Hiring of State Employees By State Contractors Contractor certifies compliance with both the conflict of interest law G.L. c. 268A specifically s. 5 (f) and this order; and includes limitations regarding the hiring of state employees by private companies contracting with the Commonwealth. A privatization contract shall be deemed

to include a specific prohibition against the hiring at any time during the term of Contract, and for any position in the Contractor's company, any state management employee who is, was, or will be involved in the preparation of the RFP, the negotiations leading to the awarding of the Contract, the decision to award the Contract, and/or the supervision or oversight of performance under the Contract.

Executive Order 444. Disclosure of Family Relationships With Other State Employees. Each person applying for employment (including Contract work) within the Executive Branch under the Governor must disclose in writing the names of all immediate family related to immediate family by marriage who serve as employees or elected officials of the Commonwealth. All disclosures made by applicants hired by the Executive Branch under the Governor shall be made available for public inspection to the extent permissible by law by the official with whom such disclosure has been filed.

Executive Order 504. Regarding the Security and Confidentiality of Personal Information. For all Contracts involving the Contractor's access to personal information, as defined in G.L. c. 93H, and personal data, as defined in G.L. c. 66A, owned or controlled by Executive Department agencies, or access to agency systems containing such information or data (herein collectively "personal information"), Contractor certifies under the pains and penalties of perjury that the Contractor (1) has read Commonwealth of Massachusetts Executive Order 504 and agrees to protect any and all personal information; and (2) has reviewed all of the Commonwealth Information Technology Division's Security Policies. Notwithstanding any contractual provision to the contrary, in connection with the Contractor's performance under this Contract, for all state agencies in the Executive Department, including all executive offices, boards, commissions, agencies, departments, divisions, councils, bureaus, and offices, now existing and hereafter established, the Contractor shall: (1) obtain a copy, review, and comply with the contracting agency's Information Security Program (ISP) and any pertinent security guidelines, standards, and policies; (2) comply with all of the Commonwealth of Massachusetts Information Technology Division's "Security Policies"; (3) communicate and enforce the contracting agency's ISP and such Security Policies against all employees (whether such employees are direct or contracted) and subcontractors; (4) implement and maintain any other reasonable appropriate security procedures and practices necessary to protect personal information to which the Contractor is given access by the contracting agency from the unauthorized access, destruction, use, modification, disclosure or loss; (5) be responsible for the full or partial breach of any of these terms by its employees (whether such employees are direct or contracted) or subcontractors during or after the term of this Contract, and any breach of these terms may be regarded as a material breach of this Contract; (6) in the event of any unauthorized access, destruction, use, modification, disclosure or loss of the personal information (collectively referred to as the "unauthorized use"): (a) immediately notify the contracting agency if the Contractor becomes aware of the unauthorized use; (b) provide full cooperation and access to information necessary for the contracting agency to determine the scope of the unauthorized use; and (c) provide full cooperation and access to information necessary for the contracting agency and the Contractor to fulfill any notification requirements. Breach of these terms may be regarded as a material breach of this Contract, such that the Commonwealth may exercise any and all contractual rights and remedies, including without limitation indemnification under Section 11 of the Commonwealth's Terms and Conditions, withholding of payments, Contract suspension, or termination. In addition, the Contractor may be subject to applicable statutory or regulatory penalties, including and without limitation, those imposed pursuant to G.L. c. 93H and under G.L. c. 214, § 3B for violations under M.G.L. c. 66A.

Executive Orders 523, 524 and 526. Executive Order 526 (Order Regarding Non-Discrimination, Diversity, Equal Opportunity and Affirmative Action which supersedes Executive Order 478). Executive Order 524 (Establishing the Massachusetts Supplier Diversity Program which supersedes Executive Order 390). Executive Order 523 (Establishing the Massachusetts Small Business Purchasing Program.) All programs, activities, and services provided, performed, licensed, chartered, funded, regulated, or contracted for by the state shall be conducted without unlawful discrimination based on race, color, age, gender, ethnicity, sexual orientation, gender identity or expression, religion, creed, ancestry, national origin, disability, veteran's status (including Vietnam-era veterans), or background. The Contractor and any subcontractors may not engage in discriminatory employment practices; and the Contractor certifies compliance with applicable federal and state laws, rules, and regulations governing fair labor and employment practices; and the Contractor commits to purchase supplies and services from certified minority or women-owned businesses, small businesses, or businesses owned by socially or economically disadvantaged persons or persons with disabilities. These provisions shall be enforced through the contracting agency, OSD, and/or the Massachusetts Commission Against Discrimination. Any breach shall be regarded as a material breach of the contract that may subject the contractor to appropriate sanctions.



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Martin Suuberg
Commissioner

AFFIRMATIVE ACTION/COMPLIANCE SIGN-OFF SHEET
INTERAGENCY SERVICE AGREEMENT (ISA)/SERVICE CONTRACT (SC)
THIS SHEET MUST BE ATTACHED TO ALL DOCUMENTS

Name of Document: Development of a Best Management Practice for Passively Removing Nitrogen from Onsite Septic Systems

Document ID: 17-03/319

Contractor Name: Barnstable County Department of Health and the Environment

Document Type: ISA () **Service Contract (X)** Grant Agreement ()

Funding Source: State () **Federal (X)** Trust () Bond ()

Bureau Administering Document: BRP

Program Manager: Malcolm Harper

Prime Contractor: D/MBE () D/WBE ()

Subcontractor: D/MBE: **TBD** D/MBE Goal Amount: **\$8,381.17 (3.4%)**
D/WBE: **TBD** D/WBE Goal Amount: **\$9,367.19 (3.8%)**

***** APPROVED: X SEE BELOW: *****

The Director of the Division of Fiscal Management and the Procurement Analyst have approved the attached document. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and all federal laws applicable to this contract.

The grantee will allow applicable procurement regulations to comply with the minimum Disadvantage Minority and Women Business Utilization goals of **3.40% D/MBE** and **3.80% D/WBE, unless otherwise noted.** Any substitutions of D/M/WBE firms will require notification to the MassDEP.

Reviewed by: Date: 28 February 2017
Yit Ling T. Slayman, Procurement Analyst

Approved by: Date: 28 February 2017
Bawa Wavezwa, Director, Fiscal Management



Barnstable County
Finance Director / Treasurer
3195 Main Street
Barnstable, MA 02630

Statement of Intent

The Section 319 Nonpoint Source Competitive Grant Program asks for a good faith effort that minimum Fair Share Disadvantaged Minority and Women Business Enterprise goals will be met or exceeded for this project. The County of Barnstable plans to contract with DMBE/DWBE vendors during this project.

The Fair Share utilization goals for this project are 3.4% DMBE and 3.8% DWBE on the total project dollars. To comply with the DMBE/DWBE participation goals, it is anticipated the \$ 8,381 for DMBE and \$ 9,367 DWBE will be adhered to.

COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

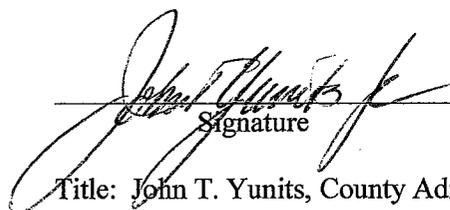
INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Mary Pat Flynn	Barnstable County Commissioner
Sheila Lyons	Barnstable County Commissioner
Leo Cakounes	Barnstable County Commissioner

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.


Signature
Title: John T. Yunits, County Administrator

Date: 5/20/16

Telephone: 508-375-6771

Fax: 508 362-4136

Email: jack.yunits@barnstablecounty.org

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

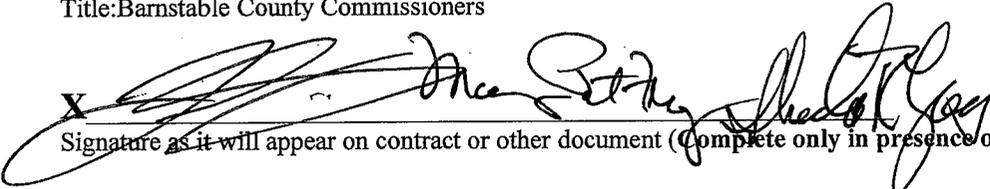
PROOF OF AUTHENTICATION OF SIGNATURE

**This page is optional and is available for a department to authenticate contract signatures.
It is recommended that Departments obtain authentication of signature for the signatory
who submits the Contractor Authorized Listing.**

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): Mary Pat Flynn, Sheila Lyons, Leo Cakounes

Title: Barnstable County Commissioners

X 
Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, Karen Imahony (NOTARY) as a notary public certify that I witnessed the signature of the aforementioned signatory above and I verified the individual's identity on this date:

May 25, 2016

My commission expires on: October 17, 2019

AFFIX NOTARY SEAL

I, _____ (CORPORATE CLERK) certify that I witnessed the signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's authority as an authorized signatory for the Contractor on this date:

_____, 20 ____.

AFFIX CORPORATE SEAL



COMMONWEALTH TERMS AND CONDITIONS

This Commonwealth Terms and Conditions form is jointly issued by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) for use by all Commonwealth of Massachusetts ("State") Departments and Contractors. *Any changes or electronic alterations by either the Department or the Contractor to the official version of this form, as jointly published by ANF, CTR and OSD, shall be void.* Upon execution of these Commonwealth Terms and Conditions by the Contractor and filing as prescribed by the Office of the Comptroller, these Commonwealth Terms and Conditions will be incorporated by reference into any Contract for Commodities and Services executed by the Contractor and any State Department, in the absence of a superseding law or regulation requiring a different Contract form. Performance shall include services rendered, obligations due, costs incurred, commodities and deliverables provided and accepted by the Department, programs provided or other commitments authorized under a Contract. A deliverable shall include any tangible product to be delivered as an element of performance under a Contract. The Commonwealth is entitled to ownership and possession of all deliverables purchased or developed with State funds. Contract shall mean the Standard Contract Form issued jointly by ANF, CTR and OSD.

1. Contract Effective Start Date. Notwithstanding verbal or other representations by the parties, or an earlier start date indicated in a Contract, the effective start date of performance under a Contract shall be the date a Contract has been executed by an authorized signatory of the Contractor, the Department, a later date specified in the Contract or the date of any approvals required by law or regulation, whichever is later.

2. Payments And Compensation. The Contractor shall only be compensated for performance delivered and accepted by the Department in accordance with the specific terms and conditions of a Contract. All Contract payments are subject to appropriation pursuant to M.G.L. C. 29, §26, or the availability of sufficient non-appropriated funds for the purposes of a Contract, and shall be subject to intercept pursuant to M.G.L. C. 7A, §3 and 815 CMR 9.00. Overpayments shall be reimbursed by the Contractor or may be offset by the Department from future payments in accordance with state finance law. Acceptance by the Contractor of any payment or partial payment, without any written objection by the Contractor, shall in each instance operate as a release and discharge of the State from all claims, liabilities or other obligations relating to the performance of a Contract.

3. Contractor Payment Mechanism. All Contractors will be paid using the Payment Voucher System unless a different payment mechanism is required. The Contractor shall timely submit invoices (Payment Vouchers - Form PV) and supporting documentation as prescribed in a Contract. The Department shall review and return rejected invoices within fifteen (15) days of receipt with a written explanation for rejection. Payments shall be made in accordance with the bill paying policy issued by the Office of the Comptroller and 815 CMR 4.00, provided that payment periods listed in a Contract of less than forty-five (45) days from the date of receipt of an invoice shall be effective only to enable a Department to take advantage of early payment incentives and shall not subject any payment made within the forty-five (45) day period to a penalty. The Contractor Payroll System, shall be used only for "Individual Contractors" who have been determined to be "Contract Employees" as a result of the Department's completion of an Internal Revenue Service SS-8 form in accordance with the Omnibus Budget Reconciliation Act (OBRA) 1990, and shall automatically process all state and federal mandated payroll, tax and retirement deductions.

4. Contract Termination Or Suspension. A Contract shall terminate on the date specified in a Contract, unless this date is properly amended in accordance with all applicable laws and regulations prior to this date, or unless terminated or suspended under this Section upon prior written notice to the Contractor. The Department may terminate a Contract without cause and without penalty, or may terminate or suspend a Contract if the Contractor breaches any material term or condition or fails to perform or fulfill any material obligation required by a Contract, or in the event of an elimination of an appropriation or availability of sufficient funds for the purposes of a Contract, or in the event of an unforeseen public emergency mandating immediate Department action. Upon immediate notification to the other party, neither the Department nor the Contractor shall be deemed to be in breach for failure or delay in performance due to Acts of God or other causes factually beyond their control and without their fault or negligence. Subcontractor

failure to perform or price increases due to market fluctuations or product availability will not be deemed factually beyond the Contractor's control.

5. Written Notice. Any notice shall be deemed delivered and received when submitted in writing in person or when delivered by any other appropriate method evidencing actual receipt by the Department or the Contractor. Any written notice of termination or suspension delivered to the Contractor shall state the effective date and period of the notice, the reasons for the termination or suspension, if applicable, any alleged breach or failure to perform, a reasonable period to cure any alleged breach or failure to perform, if applicable, and any instructions or restrictions concerning allowable activities, costs or expenditures by the Contractor during the notice period.

6. Confidentiality. The Contractor shall comply with M.G.L. C. 66A if the Contractor becomes a "holder" of "personal data". The Contractor shall also protect the physical security and restrict any access to personal or other Department data in the Contractor's possession, or used by the Contractor in the performance of a Contract, which shall include, but is not limited to the Department's public records, documents, files, software, equipment or systems.

7. Record-keeping And Retention, Inspection Of Records. The Contractor shall maintain records, books, files and other data as specified in a Contract and in such detail as shall properly substantiate claims for payment under a Contract, for a minimum retention period of seven (7) years beginning on the first day after the final payment under a Contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving a Contract. The Department shall have access, as well as any parties identified under Executive Order 195, during the Contractor's regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of such records at a reasonable expense.

8. Assignment. The Contractor may not assign or delegate, in whole or in part, or otherwise transfer any liability, responsibility, obligation, duty or interest under a Contract, with the exception that the Contractor shall be authorized to assign present and prospective claims for money due to the Contractor pursuant to a Contract in accordance with M.G.L. C. 106, §9-318. The Contractor must provide sufficient notice of assignment and supporting documentation to enable the Department to verify and implement the assignment. Payments to third party assignees will be processed as if such payments were being made directly to the Contractor and these payments will be subject to intercept, offset, counter claims or any other Department rights which are available to the Department or the State against the Contractor.

9. Subcontracting By Contractor. Any subcontract entered into by the Contractor for the purposes of fulfilling the obligations under a Contract must be in writing, authorized in advance by the Department and shall be consistent with and subject to the provisions of these Commonwealth Terms and Conditions and a Contract. Subcontracts will not relieve or discharge the Contractor from any duty, obligation, responsibility or liability arising under a Contract. The Department is entitled to copies of all subcontracts and shall not be bound by any provisions contained in a subcontract to which it is not a party.

10. Affirmative Action, Non-Discrimination In Hiring And Employment. The Contractor shall comply with all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability, handicap, sexual orientation or for exercising any rights afforded by law. The Contractor commits to purchasing supplies and services from certified minority or women-owned businesses, small businesses or businesses owned by socially or economically disadvantaged persons or persons with disabilities.

11. Indemnification. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, including the Department, its agents, officers and employees against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement or other damages that the State may sustain which arise out of or in connection with the Contractor's performance of a Contract, including but not limited to the negligence, reckless or intentional conduct of the Contractor, its agents, officers, employees or subcontractors. The Contractor shall at no time be considered an agent or representative of the Department or the State. After prompt notification of a claim by the State, the Contractor shall have an opportunity to participate in the defense of such claim and any negotiated



COMMONWEALTH TERMS AND CONDITIONS

settlement agreement or judgment. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph. Any indemnification of the Contractor shall be subject to appropriation and applicable law.

12. Waivers. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.

13. Risk Of Loss. The Contractor shall bear the risk of loss for any Contractor materials used for a Contract and for all deliverables, Department personal or other data which is in the possession of the Contractor or used by the Contractor in the performance of a Contract until possession, ownership and full legal title to the deliverables are transferred to and accepted by the Department.

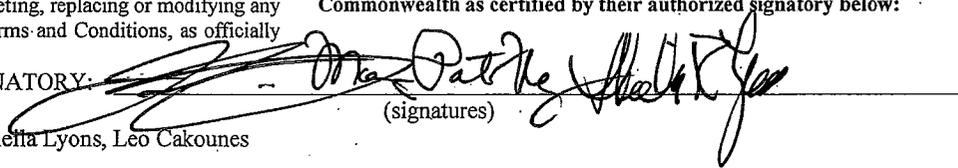
14. Forum, Choice of Law And Mediation. Any actions arising out of a Contract shall be governed by the laws of Massachusetts, and shall be brought and maintained in a State or federal court in Massachusetts which shall have exclusive jurisdiction thereof. The Department, with the approval of the Attorney General's Office, and the Contractor may agree to voluntary mediation through the Massachusetts Office of Dispute Resolution (MODR) of any Contract dispute and will share the costs of such mediation. No legal or equitable rights of the parties shall be limited by this Section.

15. Contract Boilerplate Interpretation, Severability, Conflicts With Law, Integration. Any amendment or attachment to any Contract which contains conflicting language or has the affect of a deleting, replacing or modifying any printed language of these Commonwealth Terms and Conditions, as officially

published by ANF, CTR and OSD, shall be interpreted as superseded by the official printed language. If any provision of a Contract is found to be superseded by state or federal law or regulation, in whole or in part, then both parties shall be relieved of all obligations under that provision only to the extent necessary to comply with the superseding law, provided however, that the remaining provisions of the Contract, or portions thereof, shall be enforced to the fullest extent permitted by law. All amendments must be executed by the parties in accordance with Section 1. of these Commonwealth Terms and Conditions and filed with the original record copy of a Contract as prescribed by CTR. The printed language of the Standard Contract Form, as officially published by ANF, CTR and OSD, which incorporates by reference these Commonwealth Terms and Conditions, shall supersede any conflicting verbal or written agreements relating to the performance of a Contract, or attached thereto, including contract forms, purchase orders or invoices of the Contractor. The order of priority of documents to interpret a Contract shall be as follows: the printed language of the Commonwealth Terms and Conditions, the Standard Contract Form, the Department's Request for Response (RFR) solicitation document and the Contractor's Response to the RFR solicitation, excluding any language stricken by a Department as unacceptable and including any negotiated terms and conditions allowable pursuant to law or regulation.

IN WITNESS WHEREOF, The Contractor certify under the pains and penalties of perjury that it shall comply with these Commonwealth Terms and Conditions for any applicable Contract executed with the Commonwealth as certified by their authorized signatory below:

CONTRACTOR AUTHORIZED SIGNATORY:


(signatures)

Print Name: Mary Pat Flynn, Sheila Lyons, Leo Cakounes

Title: Barnstable County Commissioners _____

Date:

(Check One): Organization Individual

Full Legal Organization or Individual Name: County of Barnstable

Doing Business As: Name (If Different):

Tax Identification Number: 04-6001419

Address: P.O. Box 427 3195 Main Street Barnstable, MA 02630

Telephone: 508-375-6771 FAX: 508-362-4136

INSTRUCTIONS FOR FILING THE COMMONWEALTH TERMS AND CONDITIONS

A "Request for Verification of Taxation Reporting Information" form (Massachusetts Substitute W-9 Format), that contains the Contractor's correct TIN, name and legal address information, must be on file with the Office of the Comptroller. If the Contractor has not previously filed this form with the Comptroller, or if the information contained on a previously filed form has changed, please fill out a W-9 form and return it attached to the executed COMMONWEALTH TERMS AND CONDITIONS.

If the Contractor is responding to a Request for Response (RFR), the COMMONWEALTH TERMS AND CONDITIONS must be submitted with the Response to RFR or as specified in the RFR. Otherwise, Departments or Contractors must timely submit the completed and properly executed COMMONWEALTH TERMS AND CONDITIONS (and the W-9 form if applicable) to the: **Payee and Payments Unit, Office of the Comptroller, 9th Floor, One Ashburton Place, Boston, MA 02108** in order to record the filing of this form on the MMARS Vendor File. Contractors are required to execute and file this form only once.



BARNSTABLE COUNTY DEPARTMENT OF HEALTH AND ENVIRONMENT

POST OFFICE BOX 427
BARNSTABLE, MA 02630

Email: gheufelder@barnstablecounty.org
Web: www.barnstablecountyhealth.org
Twitter: @BCHDCapeCod
Facebook:
<http://www.facebook.com/bchdcapecod>
Tel: 508-375-6616

EEO/AA POLICY STATEMENT

Barnstable County has a statutory mandate under law to guarantee equal treatment for all who seek access to its services or opportunities for employment and advancement. No discrimination will be tolerated on the basis of race, creed, political affiliation, color, sex, national origin, age, or handicap. The ultimate goal is for personnel of this organization to reflect the proportions of minority, female, and handicapped persons in the populations they serve.

Barnstable County will meet its legal, moral, social, and economic responsibilities for Equal Employment Opportunity/Affirmative Action as authorized and required by all pertinent state and federal legislation, executive orders and rules and regulations, including the following:

1. Title II of the Civil Rights Act of 1964 (42 USC s2000e et seq., which prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin; and
2. The Age Discrimination in Employment Act of 1967 (29 USC s621 et seq.), which prohibits discrimination in employment on the basis of age with regard to those individuals who are at least 40 years of age, but less than 65 years of age; and
3. Section 504 of the Rehabilitation Act of 1973 (29 USC s794), and the regulations promulgated pursuant thereto (45 CFR Part 84), which prohibit discrimination against qualified handicapped individuals on the basis of handicap and requires employers to make reasonable accommodations to known physical or mental limitations of otherwise qualified handicapped applications and employees; and
4. M.G.L. c. 151B s4 (1), as amended by Chapter 533, 1983, which prohibits discrimination in employment on the basis of race, color, sex, religious creed, national origin, ancestry, age or handicap,

In addition, the Provider agrees to be familiar with and abide by:

- Massachusetts Executive Order 524
- Massachusetts Executive Order 526
- Equal Pay Act of 1963
- Massachusetts Architectural Barriers Board Act

- Federal Executive Orders 11246 and 11375 as amended.

All employees, unions, sub contractors and vendors must make genuine and consistent efforts:

1. To ensure equal employment opportunities for present and future employees, and
2. To implement affirmative action, as legally required; to remedy the effects of past employment discrimination and social inequalities.

The responsibility for implementing and monitoring this policy has been delegated to:

Name and Title of Employee

Furthermore, Ms. Justyna Marczak, prohibits that any employee, or applicant, be subjected to coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under this program. No portion of this Equal Employment Opportunity/Affirmative Action Policy shall be construed as conflicting with any existing or future judicial or legislative mandate where a constricton consistent with that mandate is reasonable.


Signature of Chief Executive
Barnstable County Administrator

11-16-16
Date

COUNTY OF BARNSTABLE
PURCHASING
DEPARTMENT OF FINANCE

SUPERIOR COURT HOUSE
P.O. BOX 427
BARNSTABLE, MASSACHUSETTS 02630

Elaine Davis
Chief Procurement Officer

Phone: (508) 375-6637
Fax: (508) 362-4136
Email:
edavis@barnstablecounty.org

May 16, 2017

MEMORANDUM

TO: County Commissioners
FROM: Elaine Davis, Chief Procurement Officer
RE: Notice of Award

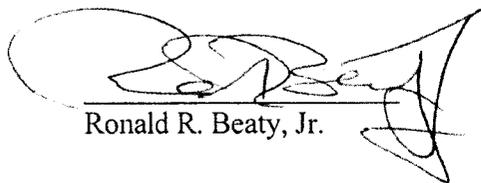
Barnstable County issued a bid on behalf of Water Departments in the County for the Supply and Delivery of Water Chemicals. Five bids were received.

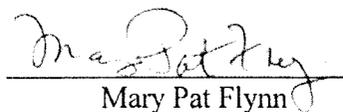
The highlighted bids on the attached spreadsheet reflect the bids submitted by the responsive, responsible bidders offering the lowest prices. The bids from Coyne Chemical are not acceptable as they are conditional bids which require a minimum delivery quantity and need to be rejected. The bid from Univar for Caustic Potash for Buzzards Bay Water District was withdrawn as they are unable to deliver to that location and the District has chosen to go to the next low bidder. The Dennis Water Department has chosen not to award a bid for Sodium Hypochlorite.

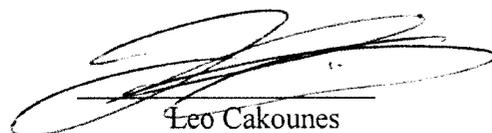
Please vote to award the bids to the responsive, responsible bidders offering the lowest prices as highlighted on the attached spreadsheet.

Thank you.

County Commissioners:


Ronald R. Beaty, Jr.


Mary Pat Flynn


Leo Cakounes

05/24/17
Date

**WATER CHEMICALS -FY 18
JULY 1, 2017 THROUGH JUNE 30, 2018**

CAUSTIC POTASH (POTASSIUM HYDROXIDE – KOH) 45% Solution					
	NBC Distributors	Univar	Borden & Remington	Coyne Chemical	Shannon Chemical
Barnstable Fire District	No bid	.2473	.2269	No bid	.394
Brewster Water Department	No bid	.2533	.2696	No bid	.394
Buzzards Bay Water District	No bid	.2393	.3246	No bid	.394
Chatham Public Works Water Division	No bid	.2413	.2304	No bid	.394
COMM Water District	No bid	.2413	.2294	No bid	.394
Dennis Water District	No bid	.2383	.2261	No bid	.394
Harwich	No bid	.2453	.2605	No bid	.394
Mashpee Water District	No bid	.2443	.2372	No bid	.394
Orleans Water District	No bid	.2463	.2459	No bid	.394
Provincetown Water Department	No bid	No bid	.2654	No bid	.394
Yarmouth Water Department	No bid	.2443	.2259	No bid	.394

SODIUM HYPOCHLORITE – 12 – 15%					
	NBC Distributors	Univar	Borden & Remington	Coyne Chemical	Shannon Chemical
Chatham DPW Sewer Division	No bid	1.08	1.15	No bid	No bid
Chatham DPW Water Division	3.81	1.08	No bid	No bid	No bid
Barnstable Fire District	4.25	No bid	4.95	No bid	No bid
Brewster Water Dept.	1.96	1.532	4.65	No bid	No bid
Dennis Water District	2.18	2.02	3.95	No bid	No bid
Orleans Water Department	2.64	2.065	4.75	No bid	No bid
Provincetown Water Department	2.92 drum 4.27 bulk	No bid	5.25	No bid	No bid
Yarmouth Water Department	4.35	No bid	5.15	No bid	No bid

Sodium Hydroxide, Liquid Solution: ie. Sodium Hydroxide Liquid – 50%					
	NBC Distributors	Univar	Borden & Remington	Coyne Chemical	Shannon Chemical
Chatham DPW Sewer Division	No bid	1.889	1.8192	No bid	No bid

HYDRATED LIME					
	NBC Distributors	Univar	Borden & Remington	Coyne Chemical	Shannon Chemical
Brewster Water Dept.	.2796	.2623	No bid	No bid	No bid

CITRIC ACID – 50% Food Grade					
	NBC Distributors	Univar	Borden & Remington	Coyne Chemical	Shannon Chemical
Orleans Water Department	No bid	No bid	8.8379	5.582 min 4 drums/delivery	8.37
Provincetown Water Department	No bid	No bid	No bid	16.688 min 4 drums	14.17



Shannon Chemical Corporation

*Specializing in **LEAD** and **COPPER** Corrosion Control*

June 1, 2017

County of Barnstable
Purchasing
3195 Main Street
Barnstable, MA 02630

Attention: Elaine Davis

Subject: Contract

Dear Elaine,

I have enclosed three (3) signed copies of the above referenced contract. Please return a fully executed copy for our files.

Thank you for your interest in **SHANNON CHEMICAL CORPORATION'S** products and services. Your account representative is Ann Arrell. She can be reached toll free at (800) 860-9090. We look forward to working with you and the staff at the County of Barnstable.

Respectfully,
SHANNON CHEMICAL CORPORATION

Daniel C. Flynn
Vice President-Operations

DCF:aw

Enclosure

AGREEMENT BETWEEN

Barnstable County
3225 Main Street
Barnstable, MA 02630

and

Shannon Chemical Corporation
PO Box 376
Malvern, PA 19355

THIS AGREEMENT, made this _____ day of _____ 2017 by and between Shannon Chemical Corporation (hereinafter referred to as Contractor), and Ron Beaty Leo Cakounes and Mary Pat Flynn as they are the Commissioners of Barnstable County, but without any personal liability.

WITNESSETH, that the Contractor and County for the consideration hereinafter named agree as follows:

WHEREAS: Barnstable County issued an Invitation for Bids for the Supply and Delivery of Caustic-Potach (potassium Hydroxide – KOH), Hydrated Lime, Citric Acid, Sodium Hypochlorite, Methanol Solution and Sodium Hypochlorite for the period of July 1, 2017 through June 30, 2018.

WHEREAS: The Invitation for Bids was bid in compliance with MA General Law Chapter 149.

WHEREAS: The vendor is the responsive, responsible bidder offering the lowest price for Citric Acid for the Orleans Water Department and the Provincetown Water Department.

NOW THEREFORE, the County and the Contractor do mutually agree as follows:

1. **Employment of Contractor.** The County hereby agrees to engage the Contractor to perform the services hereinafter set forth in the Scope of Services. Contractor shall not be considered an employee of Barnstable County. Contractor hereby agrees to hold the County and Water Departments harmless from any claims regarding worker's compensation benefits, unemployment compensation benefits, retirement benefits, or any other benefit normally attributable to the status of "employee" and Contractor specifically agrees to pay for all damages incurred by the County and Water Departments, including costs, benefits, and reasonable attorney fees in the event the Contractor files such claim.
2. **Scope of Services.** The Contractor shall perform the scope of services as set forth in Barnstable County's Invitation for Bids dated April 10, 2017 and the Contractor's proposal dated April 26, 2017, incorporated herein by reference as Attachment A.
3. **Time of Performance.** Work in connection with the Agreement shall begin July 1, 2017 and continue until June 30, 2018.
4. **Payment.** The Water Departments shall compensate the Contractor for services provided:

Orleans Water Department - \$8.37 per gallon Citric Acid
Provincetown Water Department - \$14.17 per gallon Citric Acid

Upon acceptance of the Contractor's invoice, payment will be made within thirty (30) days. If an invoice is not accepted by the Water Department within fifteen (15) days, it shall be returned to the Contractor with a written explanation for the rejection. At the end of each fiscal year Contractor must submit any outstanding invoices for services performed or delivered during the fiscal year (July 1-June 30) to the Water Department no later than July 31st of the year when the resources were prepared.

5. **Termination or Suspension of Contract for Cause.** If through any sufficient cause, the Contractor or the Water Department shall fail to fulfill or perform its duties and obligations under this Contract, or if

either party shall violate or breach any of the provisions of this Contract, either party shall thereupon have the right to terminate or suspend this Contract, by giving written notice to the other party of such termination or suspension and specifying the effective date thereof. Such notice shall be given at least fifteen (15) calendar days before such effective date.

6. Termination for Convenience of Water Departments. The Water Departments shall have the right to discontinue the work of the Contractor and cancel this contract by written notice to the Contractor of such termination and specifying the effective date of such termination. In the event of such termination or suspension of this Contract, the Contractor shall be entitled to just and equitable compensation for satisfactory work completed, for services performed and for reimbursable expenses necessarily incurred in the performance of this Contract up to and including the date of termination or suspension.

7. Changes. The Water Departments may, from time to time, require changes in the Scope of Contractor Services to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by the Department and the Contractor, shall be incorporated in written amendments to this Contract.

8. Non-Discrimination in Employment and Affirmative Action. The Contractor shall take affirmative action to ensure that qualified applicants and employees are treated without regard to age, race, color, religion, sex, marital status, sexual orientation, national origin, disability, or Vietnam Era Veteran status. The contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment including but not limited to: Title VII of the Civil Rights Act of 1964, as amended; Massachusetts General Laws Chapter 151B§(1); the Americans with Disabilities Act of 1990; and all relevant administrative orders and executive orders including Executive Order 246.

9. Subcontracting. None of the services to be provided by the Contractor pursuant to this Contract shall be subcontracted or delegated in whole or in part to any other organization, association, individual, corporation, partnership or other such entity without the prior written approval of the Water Departments. No subcontract or delegation shall relieve or discharge the Contractor from any obligation or liability under this Contract except as specifically set forth in the instrument of approval. If this Contract is funded in whole or in part with federal funds, Contractor further agrees to comply with the provisions of the Office of Management and Budget Circular A-110, as amended, with respect to taking affirmative steps to utilize the services of small and minority firms, women's business enterprises and labor surplus area firms. All subcontracts shall be in writing and shall contain provisions which are functionally identical to, and consistent with, the provisions of this Contract. The Water Departments shall have the right to obtain a copy of the subcontract upon request.

10. Interest of Members of Water Departments and Others. No officer, member or employee of the Water Departments, and no member of its governing body of the locality or localities in which the Project is situated or being carried out who exercises any functions or responsibility in the review or approval of the undertaking or carrying out of the Project, shall participate in any decision relating to this Contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly financially interested or has any personal or pecuniary interest, direct or indirect, in this Contract or the proceeds thereof.

11. Interest of Contractor. The Contractor covenants that it presently has no interest and shall not acquire any interest directly or indirectly which would conflict in any manner or degree with the performance of its services hereunder.

12. Assignability. The Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the County thereto; provided, however that claims for money due or to become due the Contractor from the County under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Water Departments.

13. Recordkeeping, Audit, and Inspection of Records. The Contractor shall maintain books, records, and other compilations of data pertaining to the requirements of the Contract to the extent and in such detail as shall properly substantiate claims for payment under the Contract. All such records shall be kept for a period of seven (7) years or for such longer period as is specified herein. All retention periods start on the first day after final payment under this Contract. If any litigation, claim, negotiation, audit or other action involving the records is commenced prior to the expiration of the applicable retention period, all records

shall be retained until completion of the action and resolution of all issues resulting therefrom, or until the end of the applicable retention period, whichever is later. If this contract is funded in whole or in part with state or federal funds, the state or federal grantor agency, the Water Department or any of its duly authorized representatives or designees, shall have the right at reasonable times and upon reasonable notice, to examine and copy, at reasonable expense, the books, records and other compilations of data of the Contractor which pertain to the provisions and requirements of this Contract. Such access shall include on-site audits, review and copying of records.

14. **Findings Confidential.** Any reports, information, data, etc., given to or prepared or assembled by the Contractor under this Contract which the Water Department requests to be kept as confidential shall not be made available to any individual or organization by the Contractor without the prior written approval of the Water Departments.

15. **Publication, Reproduction and Use of Material.** No material produced in whole or in part under this Contract shall be subject to copyright in the United States or in any other country. The Water Departments shall have the unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data or other materials prepared under this Contract.

16. **Political Activity Prohibited.** None of the services to be provided by the Contractor shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

17. **Anti-Boycott Warranty.** During the term of this Contract, neither the Contractor nor any "affiliated company" as hereafter defined, shall participate in or cooperate with an international boycott, as defined in Section 999 (b) (3) and (4) of the Internal Revenue Code of 1954, as amended by the Tax Reform Act of 1986, or engage in conduct declared to be unlawful by Sections 2 and 3 of Chapter 151E, Massachusetts General Laws. As used herein, an "affiliated company" shall be any business entity of which at least 51% of the ownership interested is directly or indirectly owned by the Contractor or by a person or persons or business entity or entities which directly or indirectly own at least 51% of the ownership interests of the Contractor.

18. **Choice of Law.** This Contract shall be construed under and governed by the laws of the Commonwealth of Massachusetts. The Contractor and the agents thereof, agree to bring any federal or state legal proceedings arising under this Contract, in which the Water Department is a party, in a court of competent jurisdiction within the Commonwealth of Massachusetts. This paragraph shall not be construed to limit any rights a party may have to intervene in any action, wherever pending, in which the other is a party. All parties to this contract and covenant agree that any disputes be litigated in the District of Superior courts in Barnstable County.

19. **Force Majeure.** Neither party shall be liable to the other nor be deemed to be in breach of this Contract for failure or delay in rendering performance arising out of causes factually beyond its control and without its fault or negligence. Such causes may include, but are not limited to: acts of God or the public enemy, wars, fires, floods, epidemics, strikes, or unusually severe weather. Dates or times of performance shall be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

20. **Compliance with Laws.** The Contractor shall promptly comply with all applicable laws, rules, regulations, ordinances, orders and requirements of the Commonwealth and any state or federal governmental authority relating to the delivery of the services described in this Contract subject to section 18 above. Unless otherwise provided by law, the Contractor shall promptly pay all fines, penalties and damages that may arise out of or are imposed because of the Contractor's failure to comply with the provisions of this section and, shall indemnify the County and Water Departments against any liability incurred as a result of a violation of this section. If the Contractor receives federal funds pursuant to this Contract, Contractor understands and agrees to comply with all federal requirements including but not limited to audit requirements. Not-for-Profit entities that receive federal funds from the Water Departments must comply with the audit requirements outlined in the Office of Management and Budget OMB Circular A-133.

21. **Headings, Interpretation and Severability.** The headings used herein are for reference and convenience only and shall not be a factor in the interpretation of the Contract. If any provision of this Contract is declared or found to be illegal, unenforceable, or void, then both parties shall be relieved of all obligations under that provision. The remainder of the Contract shall be enforced to the fullest extent

permitted by law.

22. Waiver of Liability. The Contractor and the county hereby covenant and agree to waive any and all claims against Barnstable County and release Barnstable County from any liability arising out of the Scope of Services described in the attached "Exhibit A".

IN WITNESS WHEREOF, the County and Contractor have executed this Agreement this _____ day of in the year two thousand and fourteen.

FOR THE COUNTY:

BARNSTABLE COUNTY COMMISSIONERS:

Ron Beaty

Leo Cakounes

Mary Pat Flynn

Date

FOR THE CONTRACTOR: *SHANNON Chemical Corp*

Des _____ *Daniel C. Flynn*

6.1.17

Date



ATTACHMENT A TO CONTRACT

PURCHASE DESCRIPTION/SCOPE OF SERVICES

CAUSTIC-POTASH (POTASSIUM HYDROXIDE-KOH)

Manufacturer's literature must be submitted with the bid.

Chemical Name: Potassium Hydroxide
Product Name: Caustic Potash – Liquid
DOT Proper Shipping Name: Potassium Hydroxide Solution

Physical Requirements: Liquid Potassium Hydroxide – a solution of dry potassium hydroxide in water.

Chemical Requirements: Liquid Potassium Hydroxide – Liquid potassium hydroxide supplied shall contain a minimum of 45% total alkalinity as potassium hydroxide (KOH) and be a clear and colorless liquid with a specific gravity of between 1.46 – 1.47 at 15 degrees Celsius. It shall have an approximate density of 12.18 lbs/gal.

General Impurities: The potassium hydroxide supplied shall contain no soluble material or organic substances in quantities capable of producing deleterious or injurious effects on the health of those consuming water that has been treated properly with the potassium hydroxide. The Shipper will comply with the potassium hydroxide Water Chemicals Codex monograph. The following impurities shall not exist in Concentrations greater that outlined below.

K ₂ CO ₃	0.2%
NaOH	0.25%
KCl	50 mg/l
Fe	3 mg/l
SiO ₂	20 mg/l
KClO ₃	3 mg/l
Ca	3 mg/l
K ₂ SO ₄	10 mg/l
Hg	0.5 mg/l
Mg	3 mg/l

Sampling: Sampling shall be taken by the purchaser at the point of destination. The purchaser retains the right of refusal, without penalty or additional cost, in the event the material being delivered does not meet ANSI/AWWA B511 standard for potassium hydroxide.

Packaging and Shipping: The product shall be shipped in properly cleaned tank trucks. Trucks or containers used in the shipping shall comply with U.S. Department of Transportation (DOT) specifications.

Delivery Requirements: Morning deliveries are preferred. Deliveries can only be accepted between the hours of 8:00am and 3:30pm Monday through Friday, unless otherwise specified under water department requirements. No minimum load requirements will be allowed. Extreme care shall be taken when handling potassium hydroxide. Workers shall be given detailed instructions on how to avoid injury to themselves and others. Proper protective clothing, goggles, and face shields shall be provided. No incidental spilling or leakage will be allowed

during the delivery procedure. All unloading procedures shall conform to *Industry Safety Standards*. Rate of unloading shall be determined in the field so as not to damage in any way the tanks, piping, valves, or related equipment. It is the supplier's responsibility to provide 75' of hose and adequate fittings to accommodate each delivery point. It shall also be the supplier's responsibility for the product until it enters the facility. The supplier should satisfy themselves with all the delivery point within each Town. The supplier shall confirm each delivery with the purchaser 24 hours in advance of the delivery and all deliveries will be unloaded in the presence of the purchaser's employees. Water Division personnel will remain with each truckload at all times.

Markings: Each shipment of material shall carry with it a detailed means of identification and other markings as required by applicable laws and regulations.

Special Services: The supplier shall have the means and equipment necessary to remove and redeliver the product from a treatment facility at reasonable rates if the purchaser requires the service.

Safety Information: Information on the safe handling and use of the chemical must be supplied with the first delivery in the form of **Material Safety Data Sheets**.

NO CHEMICAL SHALL BE UNLOADED EXCEPT IN THE PRESENCE OF A REPRESENTATIVE OF APPROPRIATE WATER DIVISION.

HYDRATED LIME

Description: A white, dry fine powder, free from lumps, possessing an alkaline, slightly bitter taste. Solubility in water: 1g/l- 630 ml at 25° C, 1g/l- 300ml at 100° C. Soluble in glycerin but insoluble in alcohol.

Impurities: The recommended Maximum Impurity content (RMIC) values are based on a maximum dosage of 650mg of calcium hydroxide / liter of water.

<u>IMPURITY</u>	<u>RMIC mg IMPURETY/kg CALCIUM HYDROXIDE</u>
Arsenic	10
Cadmium	2
Chromium	10
Fluoride	*
Lead	10
Selenium	2
Silver	10

* A RMIC has not been established for fluoride. All producers of calcium hydroxide must analyze and state in the certified analysis the concentration of fluoride in the calcium hydroxide produced. **Lime with the trade name "Chem-cal" or equal must be delivered. Substitutes must be approved by the water department before being delivered.**

Chemical composition: Shall contain a minimum of 62 per cent available calcium oxide (CaO). The bidder shall state the minimum percent available CaO in their product. The product shall be free of "chert". Should grit form, because of the presence of chert when a slurry is formed, the supplier will replace the lime.

Safety information: Information on the safe handling and use of the chemical must be supplied with the delivery in the form of Material Safety Data Sheets.

Other Information: The origin of each quantity supplied shall accompany each delivery.

Penalty for Non-Delivery: If the supplier fails to notify the department of the inability to deliver the shipment 24 hours prior to scheduled delivery, the department will deduct \$50 off the cost of that shipment.

SODIUM HYPOCHLORITE SOLUTION

Description: Clear, yellow liquid.

Properties:

Concentration- 14.5 - 15.5 % by volume

Concentration, sodium hypochlorite- 12.0 - 13.0% by weight.

Available chlorine- 145 - 155 g/l

Excess alkalinity (as NaOH)- 0.9 - 2.5 g/l

Insoluble matter- not more than .15% by weight

Packaging: Bulk delivery - fixed chassis ; placards with contents and all appropriate safety information.

All unloading procedures shall conform to industry safety standards. Rate of unloading shall be determined at destination so as not to damage in any way the tanks, piping, valves or related equipment. The supplier will provide the necessary hose and fittings to safely off load the product until it enters the facility, no incidental spillage or leaking will be allowed during the delivery procedure.

Testing: Driver will supply Certificate of Analysis with shipment. Sample may be drawn at time of delivery in the presence of water department personnel and tested.

Load will be rejected for any of the following reasons:

- A. sample temperature over 115°f.
- B. incorrect color.
- C. significant amount of solids.
- D. failure of analysis.
- E. hatches/valves unsealed.

Compliance: Driver will comply with all water department delivery procedures and have all required personal protection equipment.

Inspection: Prior to bidding the first time the prospective supplier shall have a representative make a site visit, including the delivery routes and the facility itself.

Safety: Information on the safe handling and use of the chemical must be supplied on the first

delivery in the form of MATERIAL SAFETY DATA SHEETS.

NO CHEMICAL SHALL BE UNLOADED UNLESS IN THE PRESENCE OF A REPRESENTATIVE OF THE APPROPRIATE WATER DEPARTMENT.

CHEMICAL MUST BE CERTIFIED TO NSF/ANSI-60.

Replacement: Materials or components that have been rejected by the individual Water Departments, in accordance with the terms of this contract, shall be replaced by the Contractor at no cost to the Water Departments.

Removal: Any material or components rejected shall be removed within a reasonable time from the premises of the utility at the entire expense of the Contractor, after written notice has been mailed by the Water Departments to the Contractor that such materials or components have been rejected. All vendors are required to remove all expended cylinders, equipment and materials that are no longer in use once the contract period has expired.

Permits: The Contractor shall take out all permits and licenses necessary to carry out the work described in this contract. The Contractor will assume the cost of the permit.

Quantities: If materials in this bid and contract are on a requirement basis, then the quantities may be increased or decreased as the needs of the Water Departments shall require.

DEPOSITS WILL NOT BE PAID on containers, pallets or any other shipping media

NO CHEMICAL SHALL BE UNLOADED EXCEPT IN THE PRESENCE OF A REPRESENTATIVE OF APPROPRIATE WATER DIVISION.

LIQUID SODIUM HYDROXIDE

Manufacturer's literature must be submitted with the bid.

Chemical Name:	Sodium Hydroxide
Product Name:	Caustic Soda – Liquid
DOT Proper Shipping Name:	Sodium Hydroxide Solution

Physical Requirements: Liquid Sodium Hydroxide – a solution of dry sodium hydroxide in water.

Chemical Requirements: Liquid Sodium Hydroxide – Liquid sodium hydroxide supplied shall contain a minimum of 51% total alkalinity as sodium hydroxide (NaOH) and be a clear and colorless liquid with a specific gravity of between 1.521 – 1.534. It shall have an approximate density of 12.76 lbs/gal.

General Impurities: The sodium hydroxide supplied shall contain no soluble material or organic substances in quantities capable of producing deleterious or injurious effects on the health of those consuming water that has been treated properly with the sodium hydroxide. The Shipper will comply with the sodium hydroxide Water Chemicals Codex monograph. The following impurities shall not exist in Concentrations greater than outlined below.

Na ₂ O	0.39.5%		
		<i>NaOH</i>	<i>0.51%</i>
Na ₂ CO ₂	0.1%		
NaCl	0.6%		
NaClO ₃	0.07%		
Na ₂ SO ₄	250 ppm		
Fe	5 ppm		
Cu	0.15 ppm		
Ni	1.5 ppm		
Hg	0.03 ppm		
Heavy Metals (as Pb)	7 ppm		
As	1 ppm		

Sampling: Sampling shall be taken by the purchaser at the point of destination. The purchaser retains the right of refusal, without penalty or additional cost, in the event the material being delivered does not meet **ANSI/AWWA B501** standard for sodium hydroxide.

Packaging and Shipping: The product shall be shipped in properly cleaned tank trucks. Trucks or containers used in the shipping shall comply with U.S. Department of Transportation (DOT) specifications.

Delivery Requirements: Morning deliveries are preferred. Deliveries can only be accepted between the hours of 8:00am and 3:30pm Monday through Friday. No minimum load requirements will be allowed. Extreme care shall be taken when handling sodium hydroxide. Workers shall be given detailed instructions on how to avoid injury to themselves and others. Proper protective clothing, goggles, and face shields shall be provided. No incidental spilling or leakage will be allowed during the delivery procedure. All unloading procedures shall conform to *Industry Safety Standards*. Rate of unloading shall be determined in the field so as not to damage in any way the tanks, piping, valves, or related equipment. It is the supplier's responsibility to provide 75' of hose and adequate fittings to accommodate each delivery point. It shall also be the supplier's responsibility for the product until it enters the facility. The supplier should satisfy themselves with all the delivery points within each Town. The supplier shall confirm each delivery with the purchaser 24 hours in advance of the delivery and all deliveries will be unloaded in the presence of the purchaser's employees. Water Division personnel will remain with each truckload at all times.

Markings: Each shipment of material shall carry with it a detailed means of identification and other markings as required by applicable laws and regulations.

Special Services: The supplier shall have the means and equipment necessary to remove and redeliver the product from a treatment facility at reasonable rates if the purchaser requires the service.

Safety Information: Information on the safe handling and use of the chemical must be supplied with the first delivery in the form of **Material Safety Data Sheets**.

NO CHEMICAL SHALL BE UNLOADED EXCEPT IN THE PRESENCE OF A REPRESENTATIVE OF APPROPRIATE WATER DIVISION.

SPECIAL INSTRUCTIONS

ALL VENDORS SHOULD TAKE NOTICE OF THESE SPECIAL INSTRUCTIONS

BARNSTABLE FIRE DISTRICT

Contact Information:

Thomas Rooney, Superintendent

P. O. Box 546

1841 Phinney's Lane

Barnstable, MA 02630

PH: (508) 362-6498

FAX: (508) 362-9616

BFDWaterSupt@comcast.net

KOH: 2 bulk tanks -3,000 – 4,000 galls.

Delivery Locations:

223 Breed's Hill Road

1650 Route 132

NOTE : Short cab only. No sleeper cabs. 1 - 2 stops each delivery

Sodium Hypochlorite – 12-15%

64 – 5 gall carboys delivered 6 times per year on pallets

Delivery location:

1841 Phinney's Lane

Barnstable, MA

BREWSTER WATER DEPARTMENT

Contact Information:

Paul Anderson

165 Commerce Park Road

Brewster, MA 02631

PH: (508) 896-5454

FAX: (508) 896-4517

panderson@town.brewster.ma.us

KOH – Delivery locations:

697 Run Hill Road -2000 Gall

379 West Gate Rd – 1500 gallon tank

Sodium Hypochlorite – 1100/1500 Gall. Tank

Delivery Requirements: Deliveries will be accepted between 9:00AM and 2:30 PM only.

24 hour advance confirmation required.

Delivery location: 697 Run Hill Road

379 West Gate Road

Hydrated Lime – 600 lb. hopper

Delivery Locations:

#1 - 548 Freeman's Way

#2 - 813 Freeman's Way

Hydrated lime shall be shipped in 50lb. net weight multi wall paper bags. They shall be delivered on a pallet as follows: 2,000 lbs. to a pallet (40 bags, eight layers of five bags), stretch wrapped so

as to secure and protect the contents. The supplier shall be prepared to deliver the pallet to two locations within the water system area without additional expense to the purchaser. Delivery takes approximately two hours.

No deliveries will be accepted after 2 P.M.

BUZZARDS BAY WATER DISTRICT

PO Box 243

Buzzards Bay, MA 02532

Mailing Address:

P. O. Box 243

Contact Information: Steve Souza

Phone: (508) 759-4631

Fax 508.759.1866

ssouza@bbwd.us

KOH- 2 - 1,000 gall tanks and 2 – 1,500 gall tanks

Delivery locations:

Sta #1, 3, 4 on Bournedale Road

Sta #2 on Kettle Lane

NOTE: 2,500 short trailer required.

CHATHAM PUBLIC WORKS WATER DIVISION

221 Crowell Road

Chatham , MA 02633

Contact Information: Lynn Carr

Phone: (508) 237-7401

Fax: (508) 945-5152

carrl@wseinc.com

Caustic Potash– Delivery locations:

Tank Size: 1500 gallons

South Chatham Chemical Feed Building

2756 Main St., So. Chatham

Tank size: 1,000 gallons

Training Field Wells #5

128 Training Field Road, Chatham

Tank Size; 1500 gallons

Training Field Wells #8

128 Training Field Road, Chatham

Tank Size: 1500 gallons

Eben's Way Well #7

65 Eben's Way, Chatham

Tank Size: 1500 gallons

South Chatham Well #9

2756 Main St., So. Chatham

Sodium Hypochlorite – 12 – 15%

Tank size: 250 gallons

2756 Main St., So. Chatham

2 - 30 gallon barrels

128 Training Field – Well #5

Bulk fill barrels individually

2 - 30 gallon barrels

128 Training Field – Well #8

Bulk fill barrels individually

2 - 30 Gallon Barrels

65 Eben's Way, Chatham Well #7

Bulk fill barrels individually

2 - 30 Gallon Barrels

2756 Main St., So. Chatham Well #9

Bulk fill barrels individually

TOWN OF CHATHAM SEWER DIVISION

221 Crowell Road

Chatham , MA 02633

Contact Information: Richard V. Peter

Phone: (508) 237-9717

Fax: (508) 945-5152

peterr@wseinc.com

Sodium Hydroxide, Liquid Solution: ie. Sodium Hydroxide Liquid – 50%

4,700 gall tank

Delivery Locations:

150 Middle Road (Delivery Entrance)

West Chatham, MA

Sodium Hypochlorite – 12 – 15%

4,700 gall tank

Delivery Locations:

150 Middle Road (Delivery Entrance)

West Chatham, MA

Methanol Solution – 20%

6,000 gall tank

Delivery Locations

150 Middle Road (Delivery Entrance)

West Chatham, MA

COMM WATER DISTRICT

Contact Information:

Craig Crocker, Superintendent

P. O. Box 369
1138 Main Street
Osterville, MA 02655
PH: (508) - 428.6691 FAX: (508) 428 -3508
ccrocker@commfiredistrict.com

KOH – 14 different locations in Barnstable
Tank sizes; 1,500 gall (10) and 3,000 gall (5)
NOTE: Rear discharge, two (2) lengths of hose, 3-6 stops each delivery
DELIVERIES MUST BE BETWEEN 8AM and 10AM

DENNIS WATER DISTRICT

Contact Information:
David Larkowski, Superintendent
PO Box 2000
80 Old Bass River Road
South Dennis, MA 02660
PH.: (508) 398-3351 FAX: (508) 398-6799
Cell 508.962.0811
dlarkowski@denniswater.org

KOH – 14 bulk tanks – 3,000 gall.
NOTE: Rear discharge, 3 lengths of hose, 3 – 4 stops per delivery

Sodium Hypochlorite: aka: Chlorine Bleach approved for Drinking Water Supplies which meets the latest version of ANSI/WWA B300 Standards
All deliveries in 55 gall drums to offices at 80 Old Bass River Rd.

HARWICH WATER DEPARTMENT

Contact Information:
Neil Salzillo
196 Chatham Road
Harwich, MA 02645
PH: (774) 836-5373 Fax: (339) 502-2490
nsalzillo@harwichwater.com

Caustic Potash (Potassium Hydroxide – KOH) 45% Solution
Tank Size: 3 – 2900 Gallons (estimated usage) approximately 15,472 lbs per delivery
2 – 1500 gallons – Approximately 6 per year
Delivery Locations:
T-1 196 Chatham Rd.
85 Depot Road
161 Bay Road
139 Northwest Gate Rd.
205 Pleasant Bay Road

MASHPEE WATER DISTRICT

Contact Information:
Andy Marks

79 Industrial Drive
Mashpee, MA 02649

PH: (508) 477-6767

FAX: (508) 539-0382

andy.marks@verizon.net

KOH – Tank size: 1,500 – 3,000 galls.

Delivery locations:

Pumping stations 2 through 8

ORLEANS WATER DEPARTMENT

Contact Information:

Susan Brown, Asst. Water Superintendent

19 School Rd.

Orleans, MA 02653

PH: (508) 255-1200

FAX: (508) 240-3702

sbrown@town.orleans.ma.us

KOH - Delivery Locations:

292 Route 28

70 Quanset Rd.

350 Route 28

Tank size – 1500 gall. – 3,000 galls.

Sodium Hypochlorite – 12 –15%

Delivery locations:

350 Route 28 (bulk only)

292 Route 28

70 Quanset Rd. (carboys)

Tank Size: 1500 gall bulk and 15 gal carboys

***Orleans will require 15 gal carboys as well as bulk delivery

Citric Acid (50%) Food Grade

Delivery locations

350 Route 28 (South Orleans Road) One stop only. Truck with lift-gate will be required for unloading. Mon – Fri,

7:30 am – 2:30 pm

Tank Size: 55 gall drums – 4 drums per quarter

PROVINCETOWN WATER DEPARTMENT

Contact Information:

Cody Salisbury, Water Superintendent

260 Commercial Street

Provincetown, MA 02657

Phone: (508) 487-7060

Fax: (508) 487-4675

Email: csalisbury@provincetown-ma.gov

KOH – Delivery Locations

Knowles Crossing Treatment Plant,

143 Shore Rd., No. Truro

Tank Size: 1400 gallon

South Hollow Treatment Plant Facility
11 South Hollow Rd., No. Truro
Tank Size: 1400 gallon

Sodium Hypochlorite – Delivery Locations
Knowles Crossing Treatment Plant
525 Gallon Tank

South Hollow Treatment Plant
15 gallon carboy delivery

Citric Acid
Delivery locations
Knowles Crossing Treatment Plant
15 gallon carboy delivery only

YARMOUTH WATER DEPARTMENT

Contact Information:

Gary Damiecki, Assistant Superintendent
99 Buck Island Road
West Yarmouth, MA 02673
PH: (508) – 771-7921
gdamiecki@yarmouth.ma.us

Delivery must be between 7:00AM and 11:00 AM

KOH: 17 locations

Tank size: 1,500 – 3,000 galls.

NOTE: More than 1 stop each delivery.

Sodium Hypochlorite – 12%

One location

5 gallon carboys

ATTACHMENT B

CERTIFICATE of NON-COLLUSION AND TAX COMPLIANCE

Pursuant to MGL Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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

Company: Shannon Chemical Corporation

Address: P.O. Box 376

Malvern, PA 19355

Signature of Individual Signing

Bid, or Corporate Officer: DCFF Daniel C. Flynn

Telephone Number: 610-363-9090

Social Security Number

Or Federal Identification Number: 23-1856793

Date: 04/26/17

Any person or corporation which fails to execute this document
will be considered a non-responsive bidder
and will be rejected pursuant to MGL Chapter 30B.

**ATTACHMENT C
BID FORM**

The undersigned BIDDER proposes and agrees, if the Bid is accepted to enter into an Agreement with the individual Towns , to complete all Work as specified or indicated in the "INVITATION TO BID: Barnstable County is seeking sealed bids on behalf of the listed water districts in Barnstable County for the supply and delivery of Caustic-Potash (potassium Hydroxide – KOH), Hydrated Lime, Caustic Soda (Sodium Hydroxide Liquid), and Sodium Hypochlorite for the period of July 1, 2017 through June 30, 2018.

CAUSTIC POTASH (POTASSIUM HYDROXIDE – KOH) 45% Solution		
WATER DEPARTMENT	ESTIMATED USAGE – LBS.	BID PRICE PER LB
Barnstable Fire District	200,000	0.394
Brewster Water Department	74,000	0.394
Buzzards Bay Water District	125,000	0.394
Chatham Public Works Water Division	284,100	0.394
COMM Water District	800,000	0.394
Dennis Water District	750,000	0.394
Harwich	92,832	0.394
Mashpee Water District	150,000	0.394
Orleans Water District	119,090	0.394
Provincetown Water Department	66,000	0.394
Yarmouth Water Department	700,000	0.394

SODIUM HYPOCHLORITE – 12 – 15%		
WATER DEPARTMENT	ESTIMATED USAGE – GALL.	BID PRICE PER GALL.
Chatham DPW Sewer Division	4,000	no bid
Chatham DPW Water Division	3500	no bid
Barnstable Fire District	2,200	no bid
Brewster Water Dept.	5,000	no bid
Dennis Water District	4,000	no bid
Orleans Water Department	4,000	no bid
Provincetown Water Department	2,100	no bid
Yarmouth Water Department	500	no bid
		no bid

Sodium Hydroxide, Liquid Solution: ie. Sodium Hydroxide Liquid – 50%		
WATER DEPARTMENT	ESTIMATED USAGE – (GALL)	BID PRICE PER GALL.
Chatham DPW Sewer Division	10,000	no bid

HYDRATED LIME		
WATER DEPARTMENT	ESTIMATED USAGE - LBS	BID PRICE PER LB.
Brewster Water Dept.	60,000	no bid

CITRIC ACID – 50% Food Grade		
WATER DEPARTMENT	ESTIMATED USAGE- GALL	BID PRICE PER GALL.
Orleans Water Department	880	8.37
Provincetown Water Department	2,500	14.17

METHANOL SOLUTION – 20%		
WATER DEPARTMENT	ESTIMATED USAGE	BID PRICE PER GALL

Town of Chatham DPW Sewer Division	20,000 gallons	no bid
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Signed: DC77- Print Name: Daniel C. Flynn

Company: Shannon Chemical Corporation

Business Address: P.O. Box 376
Malvern, PA 19355

Phone: 610-363-9090 FAX: 610-524-6050