



Southmoreland School District

Business Office, 2351 Route 981, Alverton, PA 15612
Phone: 724-887-2046 ~~~ Fax: 724-887-2043

“Cultivating Lifelong Learners Ready For An Ever-Changing World”

Request for Proposal Wastewater Treatment Plant Operations & Maintenance Services

Issued By: Southmoreland School District
2351 Route 981
Alverton, PA 15612
Westmoreland County, Pennsylvania

RFP Issue Date: April 28, 2026
Proposal Due Date: May 11, 2026
Time: 2:00 pm
RFP Contact: Pamela R. Mondock, Business Manager/Director of Transportation

The Southmoreland School District, located in Westmoreland County, Pennsylvania, is requesting proposals from qualified firms and certified operators to provide **professional operation, maintenance, and management services** for the Southmoreland School District Extended Aeration Wastewater Treatment Plant.

The selected proposer shall provide all labor, supervision, technical services and management necessary to ensure the **safe, efficient, and compliant operation of the wastewater treatment facility** in accordance with all applicable federal, state and local regulations.

The facility must be operated in compliance with:

- Pennsylvania Department of Environmental Protection (PA DEP)
- National Pollutant Discharge Elimination System (NPDES) permit requirements
- Applicable environmental regulations and safety standards.

Plant Operations:

- The contractor shall:
 - Operate the wastewater treatment facility in compliance with all permits
 - Monitor treatment processes 5 days a week and adjust operations as needed
 - Maintain plant performance standards
 - Ensure continuous regulatory compliance

Staffing:

- Contractor shall:
 - Provide PA DEP certified wastewater operators with a Class D license with extended activated sludge classification.
 - Provide sufficient staffing to operate the plant safely

- o Maintain 24-hour emergency response capability

Maintenance:

- Contractor shall perform:
 - o Preventive maintenance of all mechanical and electrical equipment
 - o Routine inspections of pumps, blowers, tanks, and controls
 - o Minor repairs and equipment adjustments
 - o Coordination of major repairs if necessary

Laboratory Testing & Sampling:

- Contractor shall:
 - o Collect and analyze samples required under the NPDES permit
 - o Maintain laboratory records
 - o Submit Discharge Monitoring Reports (DMRs) to PA DEP

Sludge Handling:

- Contractor shall manage:
 - o Sludge processing
 - o Disposal or land application in accordance with regulatory requirements
 - o Biosolids reporting requirements

Reporting:

- Contractor shall provide:
 - o Monthly operational reports
 - o Regulatory compliance documentation
 - o Maintenance logs
 - o Chemical usage reports
 - o Annual summary report

Contract Term:

The anticipated contract term shall be: Three (3) to Five (5) years, with possible renewal options upon mutual agreement, please quote a lump sum amount for your services.

Obtaining the RFP:

You can access the RFP by contacting mondockp@southmoreland.net or at our website.

Proposal Submission Instructions:

- Proposals must be received by the Owner prior to the date and time listed. Postmarks prior to the opening date and time do NOT satisfy this condition. The Owner will accept submissions by e-mail or fax, except as listed below. Proposers are solely responsible for ensuring timely delivery. The Owner will NOT accept late proposals.
- One (1) original, and (2) copies of all proposal documents must be submitted in a sealed, opaque envelopes clearly labeled with the proposer's name, the proposer's address, the works "Wastewater Treatment Plant". The Owner may decline to accept proposals submitted in unmarked envelopes. Submit RFP's to the following:

Southmoreland School District
Attention: Business Office
2351 Route 981
Alverton, PA 15612

- Non-Collusion Affidavit included must be signed, notarized and submitted with proposal.
- Proposals may be withdrawn personally or in writing provided that the Owner receives the withdrawal prior to the time and date the proposals are scheduled to be opened.
- An authorized person representing the legal entity of the proposer must sign the proposal.

Questions and Amendments:

- Questions concerning the process and procedures applicable to this RFP are to be submitted in writing (including email) and directed only to:
Pam Mondock, Business Manager
724-887-2003
mondockp@southmoreland.net
- The Owner representative listed above must receive any questions from proposers no later than (3) calendar days before the proposal opening date. The representative will confirm receipt of a proposer's questions by email. The Owner will answer all relevant written questions by issuing one or more addenda, which shall become a part of this RFP.
- At least two (2) calendar days prior to proposal opening, the Owner will have available any addenda that have been issued. Each proposer is responsible for verifying receipt of any addenda and, if so, are to complete their proposal in accordance with the RFP as modified by the addenda.
- No oral statement of the Owner, including oral statements by the district's representative listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

INSTRUCTION FOR NON-COLLUSION AFFIDAVIT

- This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antbid-Rigging Act, 73 P.S.1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
- This Non-Collusion Affidavit must be executed by member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
- Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
- In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
- The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and included the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purposed of giving a false appearance of completion.
- Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.
- In order for this Affidavit to be accepted, the form must be completed, signed and notarized.

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

State of _____

County of _____

I state that I am (title) _____ of
(Name of firm) _____ and that I am authorized to make this
affidavit on behalf of my firm, and its owners, directors and officers. I am the person responsible in
my firm for the price(s) and the amount of this bid. I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. (Name of firm) _____, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that (Name of firm) _____ understands and acknowledges that the above representations are material and important, and will be relied on by the **SOUTHMORELAND SCHOOL DISTRICT** in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the **SOUTHMORELAND SCHOOL DISTRICT** of the true facts relating to the submission of bid(s) for this contract.

(Signature)

(Signatory's Name and Title)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY OF _____, 20 _____

Notary Public My Commission Expires _____