

**REQUEST FOR PROPOSALS  
LABORATORY RELOCATION SERVICES**

|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>District's Representative for this RFP:</b>               | Kris Duffe<br>Procurement Specialist<br>duffek@cleanwaterservices.org                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Issue Date:</b>                                           | August 7, 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Pre-Proposal Conference (Voluntary)</b>                   | <p>August 14, 2026, 11:30 a.m. to 12:30 p.m. via Teams</p> <p><b>Join:</b></p> <p><a href="https://teams.microsoft.com/meet/286423448389515?p=SJj0D3Opio0X67rIPO">https://teams.microsoft.com/meet/286423448389515?p=SJj0D3Opio0X67rIPO</a></p> <p>Meeting ID: 286 423 448 389 515</p> <p>Passcode: pR2mw358</p> <p><b>Dial in by phone</b></p> <p><a href="tel:+15033889893">+1 503-388-9893</a>, <a href="tel:+1805411409">805411409#</a> United States, Portland</p> |
| <b>Deadline for Questions and Protest of Specifications:</b> | No later than 2:00 PM (Pacific): Wednesday, August 19, 2026                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Proposal Due Date and Time:</b>                           | <b>No later than 4:00:00 PM (Pacific): Friday, August 28, 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Proposal Submission:</b>                                  | <p>Submit proposals electronically on the Equity Hub's Bid Locker, Clean Water Services' e-procurement site, at <a href="https://bidfinder.info/details/6376">https://bidfinder.info/details/6376</a></p> <p>Neither hard copy proposals nor late proposals will be accepted.</p>                                                                                                                                                                                       |
| <b>Notice of Intent to Awards</b>                            | September 1, 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Contract Start Date:</b>                                  | September 23, 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**Request for Proposals ("RFP") Availability:**

This RFP is available electronically at the following: <https://bidfinder.info/details/6376>. You will need to set up your profile by going to <https://bidlocker.us/Home/bidlocker.us>. Registration is free, and vendors do not need to pay for a subscription to access Clean Water Services' RFPs and other contracting opportunities.

**REQUEST FOR PROPOSALS**  
**LABORATORY RELOCATION SERVICES**  
**CLEAN WATER SERVICES**

**TABLE OF CONTENTS**

|    |                                                                                                |     |
|----|------------------------------------------------------------------------------------------------|-----|
| 1. | INTRODUCTION                                                                                   | 3   |
| 2. | SERVICES DESCRIPTION                                                                           | 3   |
| 3. | QUALIFICATIONS                                                                                 | 4   |
| 4. | PROPOSAL FORMAT, CONTENT, AND SUBMISSION                                                       | 4   |
| 5. | EVALUATION OF PROPOSALS                                                                        | 10  |
| 6. | GENERAL INFORMATION                                                                            | 11  |
| 7. | CONTRACT AND INSURANCE                                                                         | 16  |
|    | ATTACHMENT 1 – CERTIFICATION FORM                                                              | 17  |
|    | ATTACHMENT 2 - COST PROPOSAL FORM                                                              | 19  |
|    | ATTACHMENT 3 - CONTRACT                                                                        | 23  |
|    | <input checked="" type="checkbox"/> EXHIBIT A – SCOPE OF WORK AND SPECIAL TERMS AND CONDITIONS | 8   |
|    | <input type="checkbox"/> EXHIBIT B – MODIFICATION TO CONTRACT TERMS                            | N/A |
|    | <input checked="" type="checkbox"/> EXHIBIT C - INSURANCE REQUIREMENTS SUMMARY FORM            | 21  |
|    | <input checked="" type="checkbox"/> EXHIBIT D - CONTRACTOR’S RESPONSE DATED _____              | 25  |
|    | <input type="checkbox"/> EXHIBIT OTHER – _____                                                 | N/A |
|    | ATTACHMENT 4 - LABORATORY EQUIPMENT & INSTRUMENTATION                                          | 48  |
|    | ATTACHMENT 5 - CHEMICALS & ESTIMATED VOLUME                                                    | 58  |

## **1. INTRODUCTION**

1.1 Clean Water Services (District or CWS) intends to hire a contractor to provide lab relocation services through this Request for Proposals (RFP).

1.2 District intends to award a single contract as a result of this RFP. The contract is expected to start September 23, 2026, and all work is to be done by March 27, 2027.

1.3 The District is a wastewater treatment, conveyance and stormwater management utility that is committed to protecting water resources in the Tualatin River Watershed. Approximately 600,000 people enjoy clean water and healthy rivers and streams as a result of its innovative wastewater and storm water services, water quality and stream enhancement work, and other efforts. The District conducts a watershed enhancement program aimed at improving and protecting water quality, water quantity and species habitat.

The [CWS Water Quality Laboratory](#) provides sampling and testing services for CWS and its industrial, city, and university partners. This work involves routine sampling and analyzing plant wastewater, biosolids, river water, stormwater, and industrial discharges. To ensure compliance with CWS' National Pollutant Discharge Elimination System (NPDES) permit, the lab tests various water quality parameters like bacteria, nutrients, metals, and other toxic pollutants.

## **2. SERVICES DESCRIPTION**

2.1 District seeks a qualified Contractor to provide comprehensive project management and water quality laboratory relocation services to support the relocation and consolidation of two existing laboratories to a new location. One existing laboratory is at the Durham Water Resource Recovery Facility (Durham) located at 16580 SW 85<sup>th</sup> Ave, Tigard, OR 97224, and the second laboratory is our Water Quality lab (WQL) located at CWS' Administration Building Complex (ABC) located at 2550 SW Hillsboro Hwy, Hillsboro, Oregon 97123. Both laboratories will be moved to the new CWS Lab facility at 1585 Poplar St, Forest Grove, OR 97116.

Contractor will be responsible for planning and executing all activities related to the relocation including: packing and moving laboratory equipment, instrumentation, chemicals, and samples, and for reassembling and installing equipment at the new location. The new facility is anticipated to be occupant-ready on or about January 1, 2027, with the initial phase of relocation expected to begin as early as January 4, 2027. All relocation work should be completed by March 27, 2027. CWS' labs perform a vital function in ensuring regulatory compliance and relocation Services provided must be done so as to ensure compliance and continuity of operations.

2.2 Contractor shall provide an experienced laboratory relocation team and shall coordinate closely with District staff, vendors, and service providers to plan, execute, and close out the relocation.

2.3 Scope of Work. The scope of work is described in Exhibit A of the Contract (Attachment 3).

2.4 Reference Materials. To assist contractors in developing their work plans and cost proposals, District will make available videos of the existing laboratory spaces and floor plans of

the destination facility. These materials may be obtained by contacting the District Representative identified on Page 1 of this RFP.

The provided information is intended for reference purposes only. Contractors remain responsible for independently assessing the requirements, risks, and conditions associated with the project.

### **3. QUALIFICATIONS**

3.1 District is seeking the services of contractors with substantial experience in performing the particular service to be provided. The successful contractor(s) must have the local capability, including staff and equipment, to perform the services and must have demonstrated experience performing this level of work as a regular part of their business.

#### **3.2 Contractor Minimum Qualifications / Mandatory Requirements**

Contractor shall:

- a. Demonstrate experience in risk mitigation planning and implementation.
- b. Maintain insurance coverage that meets Clean Water Services' minimum insurance requirements. See Exhibit C of Attachment 3.
- c. Have successfully completed, within the last five (5) years, at least five (5) relocations of environmental, forensic, pharmaceutical, and/or public health laboratories of similar or greater size and scope. Two (2) relocations can be of academic laboratory relocations of similar or greater size and scope.
- d. For all projects submitted, provide references to demonstrate experience.

3.3 Contractors need not be licensed under ORS 468A.720 (regarding licensing of contractors on projects involving asbestos abatement).

### **4. PROPOSAL FORMAT, CONTENT, AND SUBMISSION**

#### **4.1 Deadline**

Proposals are due at 4:00:00 p.m. (Pacific), on Friday, August 28, 2026 (Proposal Deadline). Late proposals, faxed or e-mailed proposals will not be considered. Proposals will not be opened publicly nor read aloud.

#### **4.2 Submission of Proposals**

Interested contractors must submit a PDF of their proposals electronically via Equity Hub's Bid Locker at <https://bidfinder.info/details/6376> (Bid Locker) by the Proposal Deadline.

#### 4.3 Pre-Proposal Conference

A voluntary pre-proposal meeting for this RFP will be held at the date and time listed on page 1. The meeting will be held over Microsoft Teams. See log-in instructions below.

**Join on your computer or mobile device:**

<https://teams.microsoft.com/meet/286423448389515?p=SJj0D3Opio0X67rlPO>

Meeting ID: 286 423 448 389 515

Passcode: pR2mw358

*Dial in by phone*

+1 503-388-9893,,805411409# United States, Portland

This RFP, the scope of services, and the District's procurement and contracting process will be explained at the meeting. Attendees will also be given the opportunity to ask questions to help clarify the District's expectations of the project.

Verbal comments or responses given by District staff are not binding and will not serve to modify any portion of this RFP unless later confirmed by a written addendum to this RFP. District may request that particularly detailed or technical questions, or those that require additional consideration and research, be submitted in writing (see Section 6.3). Proposers are responsible for all costs associated with attending this meeting.

#### 4.4 Use of Artificial Intelligence in Proposal Development

Proposers may use artificial intelligence (AI) tools to assist in proposal preparation; however, Proposers shall not submit District's confidential, proprietary, or otherwise non-public information into any publicly available AI platform. The Proposer remains solely responsible for the accuracy and completeness of all proposal materials and shall disclose any material use of AI in preparing the proposal.

#### 4.5 Proposal Form and Contents

Proposals must be limited to 25 pages of material (excluding cover pages and the Appendix to the proposal). Use 12-point, Times New Roman type, 8.5" X 11"-page size, single-spacing and one-inch margins. Each page with content counts as one page (blank pages do not count). To maintain the fairness and integrity of the selection process, it is important that proposals conform to the requirements of this section. Do not include any information that is not specifically requested. Elaborate artwork and expensive visual or other presentations are neither necessary nor desired. The proposal should provide all information in the order requested. Failure to submit any of the required items may be grounds for rejection of the proposal.

The proposal must consist of the following elements:

Section 1 Letter of Introduction (one page maximum) that contains:

- a. Name, telephone number and e-mail address of a contact person and project manager for your proposal.
- b. Primary business experience, length of time in business, ownership, location of offices, and other introductory information.
- c. A statement that your proposal will be valid for a period of 90 days.
- d. Have the letter signed by an authorized representative of your firm that is legally authorized to bind the firm to its proposal and cost schedule and can participate in contract negotiations.

Section 2 Laboratory Move Experience

Proposers shall provide the following:

A. Firm Qualifications

Provide a narrative description of the Proposer's qualifications and relevant, direct experience performing laboratory relocation services of similar size, scope and complexity. Include the following:

1. Years in business
2. Relevant laboratory relocation experience
3. Resources and capabilities
4. Certifications and specialized expertise
5. Quality management and safety programs
6. Experience with hazardous materials, cold-chain transport and regulated laboratory environments

B. Proposed Project Team

Provide a narrative description of the proposed project team and organizational structure. Include the following:

1. Organizational chart identifying the Project Manager and key personnel.
2. For each proposed team member:
  - a. Name and title
  - b. Proposed role on the project
  - c. Availability for this project

3. Provide a resume for the PM in the Appendix. The resume should summarize relevant laboratory relocation experience generally and pertinent to the proposed role on District's project, certifications, education and employment history.
4. Identify which project examples in Subsection C involved the proposed Project Manager and key personnel.

C. Relevant Project Experience.

Provide descriptions of at least five (5) environmental, forensic, pharmaceutical, and/or public health laboratory relocation projects completed within the last five (5) years. Two (2) relocations can be of academic laboratory relocations of similar or greater size and scope.

For each project, provide

1. Client name, project location, completion date and current client reference information (name, title, telephone number, and email address). District reserves the right to contact one or more client references or to only contact the client references of the highest-scoring Proposer.
2. Description of the laboratory type and relocation.
3. Size, complexity and services provided.
4. Role of the proposed Project Manager and key personnel.
5. Description of any hazardous, biological, temperature-controlled, forensic, or otherwise sensitive materials involved and the methods used to maintain environmental conditions, inventory control and chain of custody.
6. Key risk mitigation and continuity of operation, and regulatory compliance measures implemented during the relocation.

Section 3 Training, Certifications, Regulatory Compliance, and Safety

Proposer shall provide documentation demonstrating the qualifications, training, certifications, and regulatory compliance credentials necessary to perform laboratory relocation services.

At a minimum, the Proposer shall include:

1. A summary of the Proposer's safety program and laboratory relocation safety protocols, including employee training requirements, incident reporting procedures,

emergency response procedures, safety management practices and quality assurance measures applicable to laboratory relocation services.

2. A summary of applicable certifications, licenses, and training held or taken by the firm and proposed personnel, including but not limited to U.S. Department of Transportation (DOT) hazardous materials training, OSHA training, and other relevant laboratory, chemical handling, and transportation certifications.
3. A description of the training, specialized equipment, vehicles, containment systems, and procedures used to transport flammable chemicals, compressed gases, hazardous materials, and other specialized laboratory equipment.
4. Describe the firm's approach to ensuring compliance with all applicable federal, state, and local laws, regulations, permits, and industry standards governing the handling, packaging, transportation, storage, and disposal of hazardous materials and specialized laboratory equipment.
5. Disclose any regulatory violations, citations, storage safety incidents, or enforcement actions related to hazardous material transportation, handling, or disposal occurring within the past five (5) years, including corrective actions taken. If none, so state.

#### Section 4      Work Plan and Technical Approach

Provide a comprehensive work plan describing the Proposer's approach to performing all services required under this RFP. The work plan should demonstrate the Proposer's understanding of laboratory relocation requirements and identify the methods, procedures, resources, and quality control measures that will be used to complete the Project. At a minimum, the work plan shall address the following:

1.    Project Approach  
Describe the Proposer's overall approach to providing the requested services, including any recommended modifications or enhancements to the Scope of Work. Explain the techniques, procedures, and best practices that will be used to ensure a safe, efficient, and successful laboratory relocation.
2.    Project Management and Coordination  
Describe the proposed project management structure, communication protocols, and coordination procedures. Include the Proposer's approach for coordinating with District staff, laboratory personnel, equipment manufacturers, vendors, service providers, and other stakeholders.
3.    Inventory Management and Chain of Custody  
Describe the systems and procedures that will be used to inventory, track, verify, and reconcile laboratory equipment, materials, samples, and supplies throughout all phases of the relocation to ensure everything is accounted for and nothing is lost during relocation.

4. Cold-Chain and Specialized Material Transport  
Describe procedures for handling and transporting temperature-sensitive, frozen, refrigerated, biological, and other specialized laboratory materials. Include methods for temperature monitoring, temperature logging, excursion management, and real-time monitoring capabilities.
5. Move Services  
Describe all services proposed, including packing, labeling, disassembly, transport, storage (if applicable), unloading, unpacking, placement, and setup of laboratory equipment, materials, and furnishings.
6. Decontamination and Safety Procedures  
Describe any decontamination, cleaning, hazard mitigation, or related services that may be required before, during, or after the relocation. Include applicable safety protocols and regulatory compliance measures.
7. Post-Move Support  
Describe post-move services, including equipment reinstallation, reconnecting utilities, manufacturer coordination, calibration, certification, operational verification, testing, troubleshooting, and project closeout activities.
8. District Participation  
Describe any anticipated assistance from District personnel, including the specific tasks, level of effort, and estimated time commitment required.
9. Schedule  
Provide a detailed work plan and project schedule identifying major tasks, milestones, deliverables and critical dependencies. The schedule shall indicate the number of calendar days from Contract Execution to completion of each task and milestone. Final completion of all services will be no later than March 27, 2027. District prefers that all instrumentation and equipment be moved in early January, immediately followed by validation, to minimize lab downtime.
10. Subcontractor Selection and Management  
Describe the Proposer's process for identifying, vetting, selecting, and managing subcontractors and specialty service providers. Identify the Proposer's procedures for replacing subcontractors that fail to meet performance expectations.
11. Additional Information  
Provide any additional information regarding the Proposer's approach, resources, capabilities, or value-added services that would assist the evaluation committee in assessing the proposal.

## Section 5      Cost Proposal

Proposer shall complete and submit the Attachment 2 Cost Proposal Form (fillable pdf) as part of its Proposal. Proposed pricing shall include all labor, materials, equipment, transportation, permits, fees, taxes, and other costs necessary to perform the work, including the Oregon Corporate Activity Tax.

Attachment 4 contains the Laboratory Equipment and Instrumentation inventory, and Attachment 5 contains the chemical inventory and estimated quantities to be relocated. Chemical quantities are estimates only and may vary at the time of relocation.

The Proposer shall base its pricing on the inventories provided and shall clearly identify any assumptions, exclusions, or exceptions in its Proposal.

Section 6 - Appendix (This section does not count toward the total page count above.)

- a. Project Manager resume from Section 2.
- b. Fill out and enclose the attached Attachment 1 Certification Form with your proposal.
- c. If any requirements or provisions in the RFP are unfair or prejudicial or limit competition, please identify them and explain why.

## **5. EVALUATION OF PROPOSALS**

District will evaluate those proposals that conform to the proposal instructions and meet the stated qualifications. The evaluation process will begin with an analysis of each proposal using the evaluation criteria identified below.

### **5.1 Evaluation Criteria**

District's selection committee will review all proposals based on the following criteria. Each evaluation criteria has been weighted based on its relative value to the Contract as a whole. The criteria and the associated weights are listed in the table below.

| <b>Criterion</b>                 | <b>Weight<br/>(Maximum Points Possible)</b> |
|----------------------------------|---------------------------------------------|
| Laboratory Move Experience       | 30                                          |
| Training and Credentials         | 20                                          |
| Work Plan and Technical Approach | 30                                          |
| Cost                             | 20                                          |
| <b>Total</b>                     | <b>100</b>                                  |

Each selection committee member will score each proposal on each evaluation criterion. The evaluation committee will then average the weighted scores across all evaluators to determine the proposer's total score for each criterion. These total scores will be used to rank all proposers.

The Cost Proposal Score shall be calculated by dividing the lowest Base Evaluated Cost Amount received by the Proposer's Base Evaluated Cost Amount and multiplying the result by 20. The lowest-cost proposal will receive the maximum score of 20 points.

## 5.2 Negotiations

District may enter into contract negotiations with the highest-ranked proposer on the proposed schedule and cost. If contract negotiations are unsuccessful, District will terminate the negotiations and begin negotiations with the second-highest-ranked proposer.

## 5.3 Clarification

District reserves the right to seek clarification of each proposal submitted. District also reserves the right to require other evidence of technical, managerial, financial, or other abilities prior to selection.

## 5.4 Notice of Intent to Award

Upon completion of the evaluation process, District will advise the proposers of its selection.

## 5.5 Contract Award

District will award the Contract(s) to the proposer(s) submitting the most advantageous and responsive proposal(s). The Contract award will be subject to the approval of the District's General Manager and its Board of Directors.

# 6. GENERAL INFORMATION

## 6.1 Communication Procedures

The requirements of this section are intended to ensure the fair and equal treatment of all proposing contractors. Until the District issues its Notice of Intent to Award, contractors are prohibited from contacting the District, its Board or its employees for marketing or solicitation purposes related to this Request for Proposal. Disregard of the requirements of this section will result in the disqualification of the contractor.

## 6.2 Acceptance, Rejection or Cancellation of Award

- A. This RFP does not constitute an offer to contract and does not commit the District to award a Contract to anyone, or to pay any costs incurred to prepare, submit or

present proposals. All costs of the proposal process, interviews, contract negotiations, and related expenses are the responsibility of the proposer.

- B. District reserves the right to accept or reject any or all proposals received as a result of this RFP and to negotiate with any qualified proposer(s) for all or part of the requested services. District reserves the right to waive any non-material informality or irregularity in any proposal.
- C. District also reserves the right to delay, suspend or cancel all or part of this RFP at any time before the Contract is signed, for any reason determined by District to be in the public interest.
- D. Acceptance of a proposal is subject to budget approval, appropriation or budgetary constraints.

6.3 Interpretations and Addenda

District may modify the RFP at any time prior to completing all of the steps in the procurement process, by issuing a written Addendum to all proposers who are participating in the process at the time the Addendum is issued. Addenda will be numbered consecutively. Changes to the RFP will only be made by Addendum. All corrections, clarifications, or substitutions made by District in writing shall be final and binding on the successful proposer.

Contractors are responsible for checking the Bid Locker website daily for any amendments or addenda, response to inquiries or questions, cancellations, or notices of intent to award, and any and all information regarding this RFP. It is not District’s responsibility to notify participating contractors by email or by any other means.

All questions should be addressed to District’s Representative identified on Page 1 of the RFP. Questions received less than five business days before the proposal due date may not be answered unless District determines, in its sole discretion, that it is in the public interest to do so. Oral and other interpretations or clarifications will be without legal effect.

6.4 Anticipated Solicitation Schedule

Schedule of RFP Events:

|                             |                                               |
|-----------------------------|-----------------------------------------------|
| RFP Advertised              | August 7, 2026                                |
| Proposals Due               | August 28, 2026, by<br>4:00:00 p.m. (Pacific) |
| Notice of Intent to Award   | September 1, 2026                             |
| Board of Directors Approval | September 22, 2026                            |
| Commencement of Services    | September 23, 2026                            |

These dates are approximate and District reserves the right to change them.

## 6.5 Proposal Withdrawal

If you submitted your proposal to the Bid Locker, you may withdraw it, revise and resubmit it at any time before the Proposal Deadline.

After the proposal due date, contractor will need to submit a written request for the withdrawal of its proposal to District's Procurement Specialist. A duly authorized representative of the proposer's firm must execute the request. District will not consider withdrawals after the Proposal Deadline except as permitted under District's Purchasing Rules.

## 6.6 Ownership of Documents/Inspection of Proposals/Proprietary Information

- A. All documents submitted to District are public records, subject to disclosure, unless exempt pursuant to the Oregon Public Records Law. Subject to the provisions of the Oregon Public Records Law, all proposals received will be available for public inspection after the Notice of Intent to award has been issued. Copies of materials or review of the proposals may be obtained from District by submitting a Public Records Request form (form available at <https://dynamic.cleanwaterservices.org/Forms/RecordsRequest>) and paying the appropriate charges.
- B. District is subject to the Oregon Public Records Law (ORS 192.311 to 192.478), which requires District to disclose all records generated or received in the transaction of District business, except as expressly exempted in ORS 192.345, 192.355, or other applicable law. Examples of exemptions that could be relevant include trade secrets (ORS 192.345 (2)) and computer programs (ORS 192.345(15)). District will not disclose records submitted by a Proposer that are exempt from disclosure under the Public Records Law, subject to the following procedures and limitations:
  - 1) The entire RFP may not be marked confidential, nor may any pricing be marked confidential.
  - 2) All pages containing the records that Proposer claims are exempt from disclosure must be marked "confidential" and segregated in the following manner:
    - a. It shall be clearly marked in bold and on each page of the confidential document.
    - b. It shall be kept separate from the other RFP documents in a separate file upload.
    - c. Where this specification conflicts with other formatting and response instruction specifications, this specification shall prevail.
  - 3) Where such conflict occurs, the Proposer is instructed to respond with the following: "Refer to confidential information enclosed." This statement shall be inserted in the place where the requested information was to have been placed.

- C. Proposers who desire that additional information be treated as confidential must mark those pages as “confidential”, cite a specific statutory basis for the exemption, and the reasons why the public interest would be served by the confidentiality. Should a proposal be submitted as described in this section no portion of it can be held as confidential unless that portion is segregated as described above.
- D. Notwithstanding the above procedures, District reserves the right to disclose information that District determines, in its sole discretion, is not exempt from disclosure or that District is directed to disclose by, the District Attorney or a court of competent jurisdiction. Prior to disclosing such information, District will notify the Proposer.

## 6.7 Protest Procedure

- a. District has adopted its own public contracting rules and is not subject to the Attorney General's Model Public Contracting Rules. District's Purchasing Rules have opportunities for proposers to protest at various stages in the procurement process. This section only contains a brief summary of the deadlines, conditions required to file a protest and the information required to be included in a protest. Copies of District's rules containing the protest process may be obtained by contacting Kris Duffe (District's Representative) at [duffek@cleanwaterservices.org](mailto:duffek@cleanwaterservices.org) or by first class mail to District's office at 2550 SW Hillsboro Highway, Hillsboro, OR 97123 (District's Office).
- b. Solicitation Protest. Under District's rules, prospective proposers may submit a written protest of anything in the RFP, including but not limited to the RFP process, Scope of Work, Special Terms and Conditions and the Contract. Should a prospective proposer find discrepancies in, or omissions from the RFP Documents, or should the prospective proposer be in doubt as to their meaning, or believes that any aspect of the RFP Documents is improvident or unlawful, or which may unnecessarily restrict competition, the proposer should at once notify District in the form of a protest. This is a prospective proposer's only opportunity to protest the provisions of the RFP documents. The purpose of this protest procedure is to permit District time to correct, prior to the submission of proposals, aspects of the RFP Documents that may be improvident or unlawful, or which may unnecessarily restrict competition. This requirement is intended to eliminate, by allowing corrections prior to the submission of proposals, the waste of resources and delay that may result from the untimely detection of errors in the RFP documents, possible protests, and possible rejection of proposals. Failure to file a protest by the time and date indicated below will be deemed a waiver of any claim by a prospective proposer that the selection process is improvident or unlawful, or which may unnecessarily restrict competition. The written protest must:
  - a) Be delivered to the District's Representative via email to [duffek@cleanwaterservices.org](mailto:duffek@cleanwaterservices.org) or first-class mail to District's Office.
  - b) Reference the title of the RFP.
  - c) Identify the prospective contractor's name and contact information.

- d) Be signed by an authorized representative.
  - e) State the reason or the grounds for the protest, including:
    - i. The grounds that demonstrate how the procurement process is contrary to law or unnecessarily restrictive, is legally flawed or improperly specifies a brand name; and
    - ii. Evidence or documentation that supports the grounds on which the protest is based; and relief sought.
  - f) State the desired changes to the procurement process or the RFP provisions that the prospective proposer believes will remedy the conditions that were the basis of the protest.
  - g) Be received by District's Representative within five calendar days prior to the due date for proposals. District will not consider a prospective proposer's protest if it is submitted after the established time period.
- c. Specification Protest Process. A prospective proposer must submit a written email protest of specifications to the District in writing no later than five calendar days prior to the due date for proposals.

The written protest must:

- a) Be delivered to District's Representative via email to [duffek@cleanwaterservices.org](mailto:duffek@cleanwaterservices.org) or first- class mail to District's Office.
  - b) Reference the title of the RFP.
  - c) Identify the prospective proposer's name and contact information.
  - d) Be signed by an authorized representative.
  - e) State the reason or the grounds for the protest, including:
    - i. A detailed statement of the legal and factual grounds for the request or protest;
    - ii. A description of the resulting prejudice to the contractor; and
    - iii. A statement of the form of relief requested or any proposed changes to the Specifications.
  - f) Be received by District's Representative within five calendar days prior to the due date for proposals. District will not consider a prospective contractor's protest if it is submitted after the established time period.
- d. Award Protest. Affected or aggrieved proposers will also have an opportunity to protest District's conditional Notice of Intent to Award that District will post on the Bid Locker website (<https://bidfinder.info/details/6376>). A proposer is adversely affected or aggrieved if the proposer is eligible for award of the Contract as the responsible proposer next in line for award, assuming the protest was successful, and the protest is for one of the reasons specified in ORS 279B.410.

The written protest must:

- a) Be delivered to District's Representative by email to [duffek@cleanwaterservices.org](mailto:duffek@cleanwaterservices.org) or first- class mail to District's Office.
- b) Reference the title of the RFP.
- c) Identify the proposer's name and contact information.

- d) Be signed by an authorized representative.
  - e) Specify the grounds for the protest.
  - f) Be received by District's Representative within five calendar days after issuance of the conditional Notice of Intent to Award. District will not consider a proposer's protest if it is submitted after the established time period.
- e. A proposer must exhaust all administrative remedies before seeking judicial review of District's contractor selection or Contract Award Decision.
  - f. The award by the District's Board of Directors of a Contract will constitute a final decision of the District to award a Contract if no written protest of the award is filed.

## **7. CONTRACT AND INSURANCE**

### **7.1 District's Contract Form**

The contractor(s) selected will be required to sign the Contract attached to this RFP as written. Except for terms that concern price and schedule, which will be placed in an exhibit to the Contract(s), the Contract is not negotiable. Submission of a proposal constitutes acceptance of the terms of the Contract. You do not need to submit a signed copy of the Contract with your proposal.

### **7.2 Insurance**

Proposers are advised to carefully review the insurance requirements in District's Exhibit C of District's Contract Form (Attachment 3).

## ATTACHMENT 1

### CERTIFICATION FORM

The undersigned acknowledges, attests and certifies individually and on behalf of Proposer that:

1. The person is a duly authorized representative of Contractor, has been authorized by Contractor to make all representations, attestations, and certifications in this Proposal and all Addendum or Addenda, if any are issued, and has the power and authority to enter into and perform the Contract and that the Contract, when executed and delivered, will be a valid and binding obligation of Contractor and enforceable in accordance with its terms.
2. Contractor, acting through its authorized representatives, has read and understands all Request for Proposal (RFP) instructions; Scope of Work and Special Terms and Conditions in this RFP document, and has received, read and understood Addenda Nos. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. If no Addenda were received, write "None Received" in the first blank provided.
3. The Proposal submitted is in response to the specific language of the RFP and Contractor has made no assumptions based upon verbal or written statements not in the RFP or any Addendum.
4. District will not be liable to Contractor for any expenses incurred by Contractor in preparing and submitting its Proposal or in participating in the Proposal evaluation/selection process.
5. Contractor will furnish the designated item(s) and/or service(s) in accordance with the Proposal Scope of Work and Special Terms and Conditions and requirements, and will comply in all respects with the terms of the resulting Contract upon award.
6. Contractor certifies that Contractor has not discriminated and will not discriminate, in violation of ORS 279A.110(1) against a disadvantaged business enterprise, a minority-owned business, a women-owned business, a business that a service-disabled veteran owns or an emerging small business in obtaining any required subcontracts.
7. Neither Contractor nor any principals of Contractor are presently debarred, suspended, proposed for debarment, or declared ineligible from submitting quotes or proposals by any federal, state or local entity, department or agency.
8. Contractor has not been convicted or had a civil judgment rendered against them within a three-year period preceding the date of this Certification Form for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performance of a public (federal, state or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making a false statement, tax evasion, or receiving stolen property.
9. Contractor is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 8 of this Certification Form.
10. Contractor has not had one or more contracts terminated for default by any federal, state or local public agency within a three-year period preceding the date of this Certification Form.
11. This Proposal has been arrived at independently and has been submitted without any collusion designed to limit independent bidding or competition. Contractor and 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 of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to submitting a proposal on any public contract.

12. Contractor certifies that it has designated any trade secret or confidential information, as these terms are defined in ORS Chapter 192, in its Proposal as required by the RFP. If the Proposal contains no designations, then Contractor is stating its Proposal does not contain any trade secret or confidential information and District may release the entire Proposal to any person submitting a public records request.
13. Contractor certifies that it shall comply with the prohibitions set forth in ORS 652.220 prohibiting discriminatory wage rates based upon an employee's membership in a protected class and acknowledges that compliance is a material element of the Contract and failure to comply is a breach that entitles District to terminate the Contract for cause.
14. Contractor by signing below hereby attests or affirms under penalty of perjury: That I am authorized to act on behalf of the Contractor in this matter, that I have authority and knowledge regarding payment of taxes, and that Contractor is to the best of my knowledge, not in violation of any Oregon Tax Laws. For the purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150; ORS 403.200 to 403.250; ORS Chapters 118, 314, 316, 317, 318, 320, 321, 323, the elderly rental assistance program under ORS 310.630 to 310.706; and any local tax laws administered by the Oregon Department of Revenue under ORS 305.620.

I state that \_\_\_\_\_ (Name of Firm) understands and acknowledges that the above representations are material and important, and will be relied on by Clean Water Services in awarding the contract(s) for which this Proposal is submitted. I understand and this firm understands that any misstatement in this Certification Form is and will be treated as fraudulent concealment from Clean Water Services of the true facts relating to the submission of proposals for this contract.

\_\_\_\_\_  
Contractor Firm Name, if applicable

\_\_\_\_\_  
Signature of Contractor's Duly Authorized Representative

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

Title, if applicable: \_\_\_\_\_

Date of Certification Form: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**ATTACHMENT 2**  
**COST PROPOSAL FORM**

**IMPORTANT NOTICE**

**Only Part I Base Scope Pricing will be used to calculate the Total Base Evaluated Cost and determine proposal pricing scores. Optional Equipment Relocation Services identified in Part II are NOT evaluated and may or may not be awarded.**

The selected contractor shall provide all services required in the Scope of Work (Exhibit A of Attachment 3), including planning, coordination, packing, moving, reassembly, installation, and related activities necessary to complete the laboratory relocation (Services).

All rates and costs shall include labor, supervision, project management, subcontractor management, equipment, tools, vehicles, overhead, profit, travel, taxes (including the Oregon Corporate Activity Tax), and all other costs necessary to perform the Services, unless specifically identified as a reimbursable expense.

District reserves the right to award the Base Scope only or the Base Scope together with the Optional Equipment Relocation Services based on available funding and District needs. Pricing for Optional Equipment Relocation Services will not be included in the proposal evaluation.

**PART I. BASE SCOPE PRICING (EVALUATED)**

The pricing contained in Part I will be used to complete the proposed scope of work for the equipment or items highlighted in green in Attachment 4 (Base Scope). This pricing will be used for proposal evaluation and determination of the Total Base Evaluated Cost.

**Section A. Laboratory Relocation Services Labor Pricing**

Provide fully burdened hourly rates for all personnel anticipated to perform the Services. Identify the applicable labor classifications. If you need additional space, attach a separate page using the same table format. Labor classifications not identified below may not be charged without District approval.

Provide the estimated labor hours to complete the Base Scope and multiply those hours by the proposed rates to calculate an extended and total cost. These hours are for evaluation only and do not represent a guarantee of actual hours.

| Labor Classification | Hourly Rate | Estimated Labor Hours | Extended Cost |
|----------------------|-------------|-----------------------|---------------|
|                      | \$ _____    |                       |               |
|                      | \$ _____    |                       |               |

| Labor Classification | Hourly Rate | Estimated Labor Hours | Extended Cost |
|----------------------|-------------|-----------------------|---------------|
|                      | \$ _____    |                       |               |
|                      | \$ _____    |                       |               |
|                      | \$ _____    |                       |               |
|                      | \$ _____    |                       |               |
|                      | \$ _____    |                       |               |
|                      | \$ _____    |                       |               |
|                      | \$ _____    |                       |               |
|                      | \$ _____    |                       |               |

**Total Evaluated Labor Cost \$ \_\_\_\_\_**

#### **Section B. Chemical Relocation Pricing (Evaluated)**

Provide unit pricing for packaging, transportation, unpacking, placement, inventory reconciliation, and documentation of the chemicals identified in Attachment 5. The quantities below are provided solely for proposal evaluation purposes and do not guarantee actual quantities.

| Category                            | Evaluation Quantity | Unit  | Unit Price | Extended Cost |
|-------------------------------------|---------------------|-------|------------|---------------|
| <b>Non-hazardous dry solids</b>     | ~25 kg              | kg    |            |               |
| <b>Corrosive liquids</b>            | ~8 L                | liter |            |               |
| <b>Corrosive solids</b>             | ~8 kg               | kg    |            |               |
| <b>Oxidizers / reactive solids</b>  | ~4 kg               | kg    |            |               |
| <b>Toxic / health-hazard solids</b> | <2 kg               | kg    |            |               |
| <b>Flammable liquids (Class 3)</b>  | ~50 L               | liter |            |               |

|                                        |       |       |  |  |
|----------------------------------------|-------|-------|--|--|
| <b>Aqueous buffers &amp; standards</b> | ~65 L | liter |  |  |
| <b>Oils, coolants, surfactants</b>     | ~40 L | liter |  |  |

**Total Evaluated Chemical Relocation Cost \$ \_\_\_\_\_**

### **Section C. Subcontractor and Material Costs**

Provide estimated subcontractor and material costs anticipated to complete the Base Scope only.

These estimates are included for evaluation purposes only and are not guarantees of actual expenditures.

| <b>Item</b>                                | <b>Estimated Cost</b> |
|--------------------------------------------|-----------------------|
| <b>OEM and OEM-approved subcontractors</b> | \$ _____              |
| <b>Other Subcontractors</b>                | \$ _____              |
| <b>Materials</b>                           | \$ _____              |

**Total Evaluated Subcontractor and Material Cost \$ \_\_\_\_\_**

### **Section D. Markups**

District will reimburse approved subcontractor and material costs at actual cost plus the approved markup. The estimated cost in Section C above must include the proposed markup.

The Proposer shall identify the percentage markup, if any, for the following:

| <b>Item</b>                                  | <b>Markup Percentage</b> |
|----------------------------------------------|--------------------------|
| <b>OEM/OEM-Approved Subcontractor Markup</b> | _____ %                  |
| <b>Other Subcontractor Markup (Non-OEM)</b>  | _____ %                  |
| <b>Material Markup</b>                       | _____ %                  |

## BASE EVALUATION SUMMARY

| Item                                      | Evaluated Cost |
|-------------------------------------------|----------------|
| Base Evaluated Labor Cost                 | \$ _____       |
| Evaluated Chemical Relocation Cost        | \$ _____       |
| Evaluated Subcontractor and Material Cost | \$ _____       |
|                                           |                |
|                                           |                |

**Total Base Evaluated Cost** \$ \_\_\_\_\_

*(This amount will be used for proposal evaluation.)*

## PART II. OPTIONAL EQUIPMENT AND RELATED SERVICES (NOT EVALUATED)

The pricing in this section will not be used in proposal evaluation and will not be included in the Total Base Evaluated Cost. District may elect to award these services at its sole discretion.

Provide a lump sum price, including all labor, project management, subcontractor costs, materials, transportation, installation support, startup coordination, and other costs required to complete the proposed scope of work for the equipment or items highlighted in yellow in Attachment 4. Optional Equipment Relocation Services shall be performed in accordance with the requirements of the Contract Documents.

| Description                            | Lump Sum Cost |
|----------------------------------------|---------------|
| Optional Equipment Relocation Services | \$ _____      |

**OPTIONAL SERVICES TOTAL:** \$ \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ATTACHMENT 3

Contract No. \_\_\_\_\_

### CONTRACT FOR LABORATORY RELOCATION SERVICES

This Contract for Laboratory Relocation Services (Contract), dated \_\_\_\_\_, is between Clean Water Services (District) and Contractor Name (Contractor).

#### RECITALS

1. District is in need of laboratory relocation services.
2. Contractor represents that Contractor has sufficient experience and expertise to perform the services under this Contract.
3. District and Contractor wish to enter into a Contract for Contractor to provide these services.

#### GENERAL TERMS AND CONDITIONS

##### 1. Services to be Provided

Contractor will provide the services described in the Scope of Work and Special Terms and Conditions in Exhibit A. Contractor's services will be performed with the same degree of care, skill, diligence, competency, and knowledge that is ordinarily exhibited and possessed by other providers of such services in good standing in the same or similar field and community as Contractor.

In performing the services, Contractor will be an independent contractor and not an employee of District. District will have the right to verify that Contractor's performance meets the requirements of this Contract but will not have the right to control the manner of Contractor's or Contractor's subcontractors' performance.

No provision of this Contract will be construed to create a partnership, joint venture, employer-employee, landlord-tenant or principal-agent relationship.

##### 2. Cost of Services

District will pay Contractor for Contractor's services as specified in Exhibit A. Interest will not begin to accrue on Contractor's invoices until after the due date for payment set forth herein. If there is a dispute concerning the amount due under any invoice, District may withhold the disputed amount without incurring interest or other charges pending the outcome of the dispute.

District will have the right to examine Contractor's business records to verify the accuracy of Contractor's billing statements. The right of inspection will extend to all documents necessary to permit adequate evaluation of the billing data submitted.

##### 3. Additional Documents and Exhibits

###### 3.1 The following documents are incorporated into this Contract:

- ☒ Solicitation: Request for Proposals for Laboratory Relocation Services

3.2 The following Exhibits are incorporated into and made a part of this Contract:

☒ Exhibit A – Scope of Work and Special Terms and Conditions

☐ Exhibit B – Modification to Contract Terms

☒ Exhibit C - Insurance Requirements Summary Form

☒ Exhibit D - Contractor's response dated \_\_\_\_\_

☐ Exhibit Other – \_\_\_\_\_

3.3 If there is a conflict between the documents comprising this Contract, the following order of precedence will apply: the terms and conditions in the body of this Contract, as modified by Exhibit B, Exhibit C; the Solicitation and Exhibit D (Contractor's response).

#### 4. Interference with Performance

If at any time Contractor believes that District is in any way hindering, delaying or interfering with Contractor's performance, Contractor will promptly inform District in writing and describe in detail the way in which Contractor believes that such hindrance, delay or interference is occurring. Contractor's failure to promptly inform District in writing will operate as a waiver of Contractor's right to assert claims or defenses based upon the hindrance, delay or interference. The terms of this paragraph will not apply to District's suspension of the work pursuant to Paragraph 8.

#### 5. Changes in Work

Subject to the requirements of this section, District will have the right to request work outside the scope of this Contract and to cancel a portion of the work at any time. District will pay Contractor an amount to be agreed upon by the parties for all additional work. District will pay Contractor a reduced amount to be agreed upon by the parties if District cancels work. District will not be liable for profits lost due to cancelled work.

Contractor will perform no work outside the scope of this Contract until the parties have signed an amendment that describes the work and contains the terms of payment. Contractor will not be entitled to payment for work outside the scope of this Contract unless the parties signed such an amendment before Contractor performed the work. All work performed in the absence of such an amendment will be considered within the scope of the Contract.

#### 6. Time of Performance

Time is of the essence in the performance of this Contract. Contractor will complete all work in accordance with the schedule in Exhibit A.

#### 7. Risk of Loss

Contractor shall assume full responsibility for and risk of loss or damage to all assets from the time Contractor or its subcontractors take custody of such assets, through packing, transport, unloading,

installation, and placement, until such assets are delivered to their final destination and accepted by District.

If damage to equipment is caused by Contractor's actions or omissions and results in a loss of operational capability, Contractor shall be responsible for reasonable and necessary costs incurred by District to maintain essential operations, including the use of qualified third-party laboratory services. All such costs shall be subject to documentation.

#### 8. Excusable Delays

Neither District nor Contractor will be responsible for or liable for damages resulting from delays due to causes beyond their reasonable control, including, but not limited to, acts of God, acts or omissions of governmental authorities, strikes, lockouts, acts of the public enemy, wars, blockades or civil disturbances. If there is a delay, the completion date for Contractor's services will be extended for a period equal to the length of the delay. Contractor will notify District in writing not more than ten days after the occurrence of any event that Contractor believes will result in such a delay. The failure of Contractor to provide such notice will result in a waiver of Contractor's right to claim that the delay is excusable.

#### 9. Suspension of Work

District may suspend the work at any time by delivering written notice to Contractor. If District suspends the work for reasons that are not the fault of Contractor, Contractor will be allowed an increase in the amount payable to Contractor that is equal to the increase in Contractor's expenses resulting from the suspension. Such expenses must be reasonable, customary and actually incurred. District will not be liable for profits lost due to suspension of work.

#### 10. Indemnification

To the fullest extent permitted by law, Contractor will indemnify, hold harmless, reimburse and defend District, District's officers, employees, agents, and representatives from and against all claims, demands, penalties, and causes of action of any kind or character, including the cost of defense thereof, including attorney fees at trial and on appeal, arising out of or resulting from Contractor's performance of the Contract, but only to the extent caused by a breach of this Contract by Contractor or the negligent acts, errors or omissions of Contractor, any subcontractor, or any individual or entity directly or indirectly employed by any of them to perform any of the work described in the Contract or anyone for whose acts any of them may be liable.

#### 11. Insurance

Neither Contractor nor any subcontractor will commence work under this Contract until Contractor has obtained all the insurance required herein and submitted a certificate of insurance to District. Contractor will maintain all required insurance and provide certificates of insurance for the duration of this Contract. Insurance is to be placed with insurers acceptable to District, with a current A.M. Best rating of no less than A:VII. Review of the insurance by District will not relieve or decrease the liability of Contractor. The insurance certificate shall provide for 30 days advance written notice to District prior to cancellation. Contractor will provide the insurance and limits described in Exhibit C, Insurance Requirements Summary Form.

#### 12. Termination

District may terminate this Contract without cause at any time upon the delivery of written notice. If the Contract is terminated, District will pay Contractor for all work performed in accordance with the requirements of this Contract prior to the date of termination. District will not be liable for lost profits on uncompleted work or damages as a result of District's termination.

The termination of this Contract will not relieve or release Contractor from any liability to District for damages sustained by District by virtue of any breach of this Contract by Contractor or Contractor's negligence or other conduct, and District may withhold all or any part of any payment due to Contractor upon termination as a set-off against the amount of any such damages until such time as the exact amount of damages due District from Contractor is determined.

If the Contract is terminated for any reason allowed herein or allowed by law, Contractor will promptly deliver all work in progress to District. District will not be obligated to pay Contractor's final invoice until District has received the work in progress.

### 13. Arbitration

All disputes arising out of or relating to the Project or this Contract will be subject to arbitration in accordance with the American Arbitration Association rules then in effect. Written notice of demand for arbitration will be filed with the American Arbitration Association within a reasonable time after the dispute has arisen, but cannot be made after the date when institution of legal or equitable proceedings based on such claim would be barred by the applicable contractual provision or statute of limitations. The award rendered by the arbitrators will be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

In any arbitration proceedings brought under this section or any legal proceedings arising out of or relating to this Contract, the prevailing party will be entitled to reasonable attorney fees, together with all reasonable investigation, expert and other costs incurred, in addition to any other relief to which any party may otherwise be entitled.

Contractor's agreement to arbitrate is not a waiver of its lien rights or bond claim rights otherwise provided by law, which rights are fully reserved.

### 14. Change Orders, Amendments, Waivers

This Contract, all change orders, modifications, amendments and any waiver of any portion of the Contract will not be effective unless in writing and approved by District's General Manager or the General Manager's designee and, when required by applicable District rules, District's Board of Directors.

### 15. Compliance With Applicable Laws

Contractor will keep itself fully informed of and comply with all federal, state and local laws, regulations and ordinances applicable to this Contract, as those laws, regulations and ordinances may be adopted or amended from time to time. These laws, regulations and ordinances including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235, and 279B.270, are incorporated by reference herein to the extent that they are applicable to the Contract and required by law to be incorporated. All permits, licenses, and fees necessary to prosecute and complete the work will be secured and paid for by Contractor unless otherwise specified by District.

### 16. Tax Law Compliance

Contractor will pay all taxes, including federal, state, regional, county, and city taxes, and taxes of any other governmental entity, applicable to the services performed or materials provided under this Contract. Contractor represents, warrants and covenants that Contractor has complied with, and agrees that during the term of this Contract will comply with Oregon Tax Laws and applicable tax laws of political subdivisions of this State including, but not limited to, ORS 305.620 and ORS chapters 316, 317 and 318. Contractor's failure to comply with Oregon Tax Laws or the applicable tax laws of political subdivisions of this State for the six years prior to the date Contractor executes this Contract or the period of time Contractor has been in business, whichever is less, or during the term of the Contract is a default for which District may terminate the Contract and seek damages and other relief available under the terms of the Contract or under applicable law.

#### 17. Third Party Beneficiaries

No provision of this Contract will in any way inure to the benefit of any third person so as to constitute any such person a third party beneficiary of this Contract or of any one or more of the terms of this Contract, or otherwise give rise to any cause of action in any person not a party to this Contract.

#### 18. No Contingent Fees

Contractor warrants that Contractor has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Contract, and that Contractor has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Contractor any fee or consideration of any kind, contingent upon or resulting from the award or making of this Contract. If Contractor breaches the warranty in this paragraph, District will have the right to deduct from the contract price or otherwise recover the full amount of such fee or consideration.

#### 19. Waiver of OTCA Rights

Contractor hereby waives all indemnity rights Contractor may have under the Oregon Tort Claims Act which arise as a result of an agency or alleged agency relationship between the parties.

#### 20. Assignment

Contractor will not assign Contractor's rights or duties pursuant to this Contract without first obtaining District's written consent.

#### 21. Interpretation of Contract

This Contract will not be construed for or against any party by reason of the authorship or alleged authorship of any provision. The paragraph headings in this Contract are for ease of reference only and will not be used in construing or interpreting this Contract.

#### 22. Severability/Survival

If any of the provisions in this Contract are held illegal, invalid or unenforceable, the enforceability of the remaining provisions will not be impaired. All provisions concerning the limitation of liability, indemnity and conflicts of interest will survive the termination of this Contract for any cause.

#### 23. Choice of Law/Venue

This Contract and all rights, obligations and disputes arising out of the Contract will be governed by Oregon law. All disputes and litigation arising out of this Contract will be decided by the state courts in Oregon. Venue for all disputes and litigation will be in Washington County, Oregon.

#### 24. Integration

This document constitutes the entire agreement between the parties on the subject matter hereof and supersedes all prior or contemporaneous written or oral understandings, representations or communications of every kind on the subject. No course of dealing between the parties and no usage of trade will be relevant to supplement any term used in this Contract. Acceptance or acquiescence in a course of performance rendered under this Contract will not be relevant to determine the meaning of this Contract and no waiver by a party of any right under this Contract will prejudice the waiving party's exercise of the right in the future.

#### 25. Contractor's Express Warranty

Contractor warrants the work against defects in materials and workmanship for a period of one year from the date of District's acceptance. Any failure of the work to meet the requirements of this Contract will also be considered such a defect. If within the warranty period District discovers such a defect, Contractor will repair or replace the defective item or component free of charge. Contractor will

commence all warranty work within five calendar days of receiving notice of the warranty claim. This warranty applies to all warranty repairs made by Contractor pursuant to this paragraph. This warranty will be in addition to and not in lieu of all manufacturers' warranties.

#### 26. No Personal Liability of Public Officials

In carrying out any of the provisions hereof, and in exercising any authority granted by the Contract, there will be no personal liability upon any public official.

#### 27. Rejected Work

District has the right to reject Contractor's defective work. Contractor will promptly eliminate all defects free of charge. If Contractor fails to eliminate all defects within a reasonable time, District may eliminate the defects, or hire another contractor to eliminate the defects and charge the expense of eliminating the defects to Contractor. If District deems it inexpedient to correct a defect, District may reduce the fee payable to Contractor by an amount that in District's sole judgment reflects the diminished value of the work represented by the defect. District's rights under this paragraph will be in addition to and not in lieu of all rights District may otherwise have if Contractor produces defective work.

#### 28. Intellectual Property

All right, title, and interest in all intellectual property conceived or developed in the course of Contractor's work for District under this Contract are works made for hire and the property of District. As used herein, the term "intellectual property" includes, but is not limited to, all inventions, patents, copyrightable subject matter, copyrights, test data, trade secrets, studies, reports, designs, plans, maps and specifications, and other confidential information and software. District understands that Contractor's proprietary and copyrighted data remains the property of Contractor and no copyright or work for hire rights or right, title or interest will transfer to District.

All deliverables created specifically for the District become the District's property, while the Contractor retains ownership of its pre-existing intellectual property, methodologies, templates, software, and know-how. The District receives a perpetual license to use any Contractor-owned materials incorporated into the deliverables.

#### 29. Electronic Signature

This Contract, and all future change orders or amendments to the Contract, may be executed in several counterparts, each of which will be an original, all of which will constitute one and the same instrument. An electronic signature will be considered an original. The individuals signing this Contract certify that they are authorized to execute this Contract, and all future change orders or amendments to the Contract, on behalf of Contractor and District, respectively.

**CONTRACTOR NAME**

**CLEAN WATER SERVICES**

By:

\_\_\_\_\_

Title:

\_\_\_\_\_

By:

\_\_\_\_\_

General Manager or Designee

APPROVED AS TO FORM

\_\_\_\_\_

District Counsel

## EXHIBIT A

### SCOPE OF WORK AND SPECIAL TERMS AND CONDITIONS

#### I. Scope of Work

District seeks a qualified Contractor to provide comprehensive project management and water quality laboratory relocation services to support the consolidation of two existing laboratories. One at the Durham Water Resource Recovery Facility (Durham) located at 16580 SW 85<sup>th</sup> Ave, Tigard, OR 97224 and the second facility is at District's Water Quality lab (WQL) within its Administration Building Complex (ABC) located at 2550 SW Hillsboro Hwy, Hillsboro, Oregon 97123. They will be moved into a single new CWS Lab located at 1585 Poplar St, Forest Grove, OR 97116. Contractor will be responsible for planning, packing, moving, tracking and relocating all assets, including laboratory equipment, instrumentation, chemicals, glassware, records, supplies and other materials designated for relocation by District (assets). The new facility is anticipated to be occupant-ready on or about January 1, 2027, and the initial phase of relocation can begin as early as January 4, 2027, and needs to be complete no later than March 27, 2027. Safety, regulatory compliance, schedule certainty, cost control, and protecting the assets and their integrity are primary objectives.

Contractor shall provide an experienced laboratory relocation team and shall coordinate closely with District staff, subcontractors, and service providers to plan, execute, and close out the relocation.

For the purposes of this Contract, the term subcontractor includes Original Equipment Manufacturers (OEM), OEM-approved service providers, vendors, movers, carriers, consultants any other third parties retained Contractor to perform or support the work.

Contractor will perform the following tasks:

##### **Task 1. Project Management**

Contractor shall provide overall project management using a primarily predictive (traditional) planned approach, transitioning to an Agile approach shortly before and during active move period(s), and returning to a predictive/traditional approach for project closeout. The Agile approach (Agile) shall include daily stand-up meetings and the planning and management of work using backlogs, Kanban boards, or similar tools to support the continuous adjustment of work priorities and activities until the move is complete.

Contractor shall perform all tasks in alignment with the project's primary objectives of safety, regulatory compliance, schedule certainty, cost control, and protection of assets and their integrity. Contractor shall incorporate these objectives into all planning, decision-making, execution, and reporting activities.

District's Project Manager will be Laura Porter. Contractor's Project Manager will be to be determined.

Contractor shall:

- A. Conduct a virtual kick-off meeting with the District's Project Manager and staff to discuss roles and responsibilities, project scope and schedule. Contractor shall prepare and provide a kick-off meeting agenda to District and shall document key discussions and decisions made during the meeting. Meeting notes shall be provided to District following the meeting.
- B. Provide District with a schedule options matrix identifying, at a minimum:
  - 1. Lowest-cost schedule,
  - 2. Fastest achievable schedule, and
  - 3. Recommended balanced schedule.Each option describes assumptions and tradeoffs affecting cost, downtime, staffing, overtime, and Original Equipment Manufacturer (OEM) availability. District Project Manager and staff shall select the preferred schedule option before Contractor proceeds with project execution. The selected project move schedule will become the Master Project Schedule.
- C. Develop and implement a Communication Plan in coordination with District, defining meeting cadence, reporting frequency, timelines, participants, and decision escalation paths for time-sensitive issues impacting safety, schedule, or cost. At a minimum, the Communications Plan will include: weekly project status meetings; daily coordination meetings during active move period; monthly executive status reporting; and procedures for escalating urgent issues affecting safety, schedule or cost.
- D. Develop and maintain project management documentation to manage scope, schedule, risks, financial tracking, and performance reporting.
- E. Coordinate closely with the District's Project Manager and designated staff across all phases of the project.
- F. Plan risk management, identify risks, perform risk analysis, plan risk responses, implement risk responses, and monitor risks. Draft, maintain, and actively manage a risk management plan, issue log, risk register, and risk report to decrease the probability and impact of negative risks that could impact schedule, cost, safety, or continuity of operations, including mitigation and contingency strategies.
- G. Develop, maintain, and update the Master Project Schedule on a weekly basis or more frequently as required, integrating the activities of the Contractor, District and subcontractors (including OEMs).
- H. Prepare, track, and formally communicate proposed amendments documenting requested changes to scope, schedule, or cost. Each amendment shall describe impacts to the total

project cost and schedule and must be approved by District's Project Manager prior to implementation.

- I. Oversee cost control through competitive quotations and transparent labor and subcontractor pricing for OEMs and subcontractors. Reflect cost reductions or credits when agreed-upon tasks are performed by District staff.
- J. Consolidate all subcontractor and subcontractor charges into a single monthly invoice with sufficient detail to validate scope, quantities, and services rendered. Send monthly invoices and certified payroll to [WRRDPayables@cleanwaterservices.org](mailto:WRRDPayables@cleanwaterservices.org).
- K. Contractor shall notify District Project Manager of any changes in Contractor personnel or subcontractors assigned to the project as soon as feasible, but no later than prior to the individual or subcontractor assuming responsibilities on the project. Notifications shall include the role being replaced, the reason for the change (if applicable), and the qualifications of the proposed replacement. For roles involving safety-critical activities or work with regulated, hazardous, or biohazardous materials, Contractor shall provide documentation of the replacement individual's relevant training, certifications, and experience for District's Project Manager to review and acceptance prior to performing such work.

### **Task 1. Project Management Deliverables**

Due dates for the following deliverables shall be established in the deliverable schedule developed in coordination with the District during the kick-off meeting and maintained as part of the Master Project Schedule.

Contractor shall prepare and transmit the following deliverables to the District via email, with draft deliverables submitted in editable Microsoft Office format (e.g., Word, Excel, or Project, as applicable) and final deliverables submitted in searchable PDF format unless otherwise approved by the District:

- a. Kick-off meeting agenda five days before the meeting and meeting notes within seven days following the meeting.
- b. Schedule options matrix.
- c. Communication Plan.
- d. Master Project Schedule and updates.
- d. Risk Management Plan, Issue Log, Risk Register, and Risk Report.
- d. Requests for contract amendments.
- e. Regular project status reports.

## Task 2. Plan the Move

Contractor shall plan all aspects of the laboratory relocation to minimize operational disruption, ensure asset integrity, maintain schedule certainty, and support cost control. All activities under this task are limited to planning, preparation, and coordination required prior to execution of the move. No physical move activities shall be performed under this task.

The laboratory equipment and specialty instrumentation shall be moved only by the Original Equipment Manufacturer (OEM) or OEM-approved designees as designated in the Laboratory Equipment and Instrumentation matrix attached as Attachment 4 where required to preserve warranties, safety, or regulatory compliance.

District staff may perform agreed-upon non-specialty tasks to reduce cost or schedule impacts. Contractor shall define clear task boundaries, interfaces, and responsibilities for all such activities, and shall provide appropriate safety briefings and coordination. Contractor will be responsible for coordination and its own work and subcontractors, but shall not be responsible for the performance, outcomes, or delays attributable solely to work performed directly by District staff.

Planning activities shall identify risks and provide input to the Risk Management Plan, Issue Log, Risk Register, and Risk Report in Task 1 to prevent safety incidents, regulatory non-compliance, schedule delays, cost overruns, and damage to assets.

Contractor shall:

- A. Verify and validate equipment and chemical inventories following project kickoff to support relocation planning and operational tracking.

1. Equipment Inventory

Contractor shall review and validate the inventory of all assets designated for relocation. All relocation assets shall be captured in the District's Equipment Relocation Inventory. Contractor may utilize the existing inventory records, the Laboratory Equipment and Instrumentation Matrix, asset databases, inventory summaries, and other information provided by the District. Contractor shall identify any gaps, discrepancies, or additional data required to support move planning activities. Contractor shall obtain the District Project Manager's review, approval, and formal signoff of the Equipment Relocation Inventory prior to initiation of any move activities.

2. Chemical Inventory

Contractor shall review and validate the inventory of chemicals designated for relocation. All relocation chemicals shall be captured in the District's Chemical Relocation Inventory. Contractor may utilize existing chemical inventories, chemical lists, databases, inventory summaries, and other information provided by the District. Contractor shall identify and document any discrepancies, missing information, or additional data required to support relocation planning. Contractor shall obtain the District Project Manager's

review, approval, and formal signoff of the Chemical Relocation Inventory prior to initiation of move activities.

- B. Prepare a draft comprehensive Laboratory Relocation Plan and submit it to the District Project Manager for review and approval before commencement of any move activities. The plan shall integrate and coordinate all planning activities identified under this task and shall serve as the governing document for move execution. At a minimum, the Laboratory Relocation Plan shall include:
1. Approved Equipment Relocation Inventory.
  2. Move sequencing strategy and relocation schedule.
  3. Asset delivery channel assignments (OEM, OEM-approved designee, specialty mover, general mover, District staff, or other).
  4. OEM service requirements, coordination strategy, and integration schedule.
  5. Continuity of Operations Plan.
  6. Move-specific Safety Plan.
  7. Damage Response Plan.
  8. Roles and Responsibilities Matrix.
  9. IT, facilities, and utility readiness requirements.
  10. Packing, handling, transport, security, and chain-of-custody requirements.
  11. Labeling strategy and asset tracking methodology.
  12. Instrument maintenance, calibration, qualification, and validation requirements.
  13. Risk identification and recommended mitigations for inclusion in the Project Risk Register.
- C. Identify assets requiring OEM or OEM-approved designee relocation services and support procurement planning in coordination with Task 1. Define scope requirements, sequencing, and integration of OEM services into the Laboratory Relocation Plan.
- D. Plan and integrate OEM technical scope, scheduling, site access, escorting, and sequencing into the Laboratory Relocation Plan.
- E. Develop a move-specific Safety Plan that addresses hazard identification, risk mitigation, and clear hazard communication protocols between Contractor personnel and District staff. The Safety Plan shall be submitted to District's Project Manager for review, approval, and acceptance prior to the commencement of any move activities. All work involving regulated, hazardous, or biohazardous materials shall be performed by properly licensed and trained personnel. Contractor will maintain and provide documentation of personnel qualifications, certifications, and training to District's Project Manager.

District review or acceptance of the Safety Plan shall not relieve Contractor of responsibility for the adequacy, safety, or performance of the work.

- A. Develop a Continuity of Operations Plan that includes assets requiring early, phased, or priority relocation. A draft Continuity of Operations Plan shall be submitted to District's Project Manager for review, approval, and acceptance prior to the commencement of any move activities. The final version of the Continuity of Operations Plan will incorporate

the District's comments and will be placed in an appendix to the final Laboratory Relocation Plan.

- B. Develop and provide a Damage Response Plan describing procedures for assessment, documentation, repair or replacement coordination, and timely notification to District in the event of any damage. A draft Damage Response Plan shall be submitted to District's Project Manager for review and approval prior to the commencement of any move activities. The final version of the Damage Response Plan will incorporate the District's comments and will be placed in an appendix to the final Laboratory Relocation Plan.
- C. Define delivery channel for each asset (OEMs, specialty movers, general movers, or other subcontractors).
- D. Develop packing, handling, labeling, non-contamination, and security requirements consistent with laboratory, regulatory, and manufacturer standards.
- E. Contractor shall develop and implement detailed procedures for the packaging, handling, loading, transport, and control of all equipment. Such procedures shall specifically address sensitive, high-value, and manufacturer-restricted instrumentation and shall be incorporated into the Laboratory Relocation Plan.
  - a. Procedures must, at a minimum:
    - i. Comply with manufacturer and OEM handling packaging and transport requirements.
    - ii. Include appropriate protective materials, methods of securing equipment during transport, and environmental control where required.
    - iii. Address chain of custody and controlled transfer of sensitive or high value equipment.
  - b. Procedures shall be submitted to District for review prior to execution of the move activities. District's review is for general conformance with contract requirement only and shall not relieve Contractor of responsibility for adequacy, safety, or effectiveness of such procedures, or for performance of the work
- F. Develop roles and responsibilities matrix among District staff, specialty movers, general movers, OEMs, and subcontractors under separate contracts.
- G. Develop and prepare a labeling strategy and labeling system for implementation during move execution.
- H. Confirm and log instrument maintenance and validation requirements with District's Project Manager. Anticipated requirements and instrument categories are shown below.

- a. Tier 1 – Single-Point Check with Optional Preventive Maintenance. Likely instrument categories include incubators, ovens, furnaces, refrigerators, freezers, and block digestors.
- b. Tier 2 – System Suitability Calibration with Optional Preventive Maintenance. Likely instrument categories include spectrophotometers, analytical balances, and segmented flow instruments.
- c. Tier 3 - Full Validation, with Optional Preventive Maintenance. Likely instrument categories include mass spectrometers and other instrumentation covered by service agreements.

## **Task 2. Planning Deliverables**

Due dates for the following deliverables shall be established in the deliverable schedule developed in coordination with the District during the kick-off meeting and maintained as part of the Master Project Schedule.

Contractor shall prepare and transmit the following deliverables to the District via email, with draft deliverables submitted in editable Microsoft Office format (e.g., Word, Excel, or Project, as applicable) and final deliverables submitted in searchable PDF format unless otherwise approved by the District:

- a. Verified Laboratory Equipment and Instrumentation matrix (Attachment 4)
- b. Verified Chemical Relocation Inventory
- c. Integrated Laboratory Relocation Plan move plan and sequencing strategy
- c. Move-specific Safety Plan and documentation of personnel qualifications, certifications, and training
- d. Continuity of Operations Plan
- e. Damage Response Plan
- f. Roles and responsibilities matrix
- e. Packing, handling, and labeling standards
- f. Asset labeling and tracking methodology
- g. Instrument Validation and Preventive Maintenance Requirements Matrix

## **Task 3. Execute the Move**

This task includes all physical move activities, field coordination, and real-time execution of the approved Master Project Schedule developed under Task 1. Contractor shall manage and coordinate execution of the relocation using an Agile approach during active move activities to ensure rapid issue resolution. Execution activities shall be conducted in a manner that prioritizes safety, ensures regulatory compliance, maintains schedule adherence, and controls costs.

Contractor shall implement real-time monitoring and corrective actions to address risks to safety, compliance, schedule, cost, and asset integrity during execution.

Contractor shall:

- A. Solicit competitive bids or quotes and submit all bids or quotes received to District's Project Manager for review prior to awarding any subcontract.
- B. Implement the approved Safety Plan prepared and approved in Task 2 during all move activities and enforce compliance among all personnel and subcontractors.
- C. Execute and oversee packing activities in accordance with the approved Laboratory Relocation Plan.
- D. Utilize daily move huddles, rapid issue escalation, and same-day resolution protocols during active move periods. Maintain a move issue log documenting issues, impacts, and resolutions.
- E. Coordinate and manage day-of-move schedules and field execution for subcontractors at origin and destination sites.
- F. Coordinate and oversee OEM and subcontractor activities during execution, monitor, control, and update scheduling, access, and sequencing, as needed.
- G. Apply and manage asset and location labeling in accordance with the approved labeling strategy. Task 2 deliverables subsection f.
- H. Provide daily or agreed-upon periodic execution status updates during active move periods, including completed activities, upcoming work, issues, and risks. Updates shall also include status of subcontractor quotes, purchase orders, scheduling, and overall move progress.
- I. Maintain refrigerated and frozen samples at required temperatures throughout the move, including ultra-low temperature storage (e.g., -80C). Contractor shall provide validated packaging, transportation methods, backup power or dry-ice contingencies, and continuous temperature monitoring with defined alarm thresholds and response actions. Temperature excursion incidents shall be documented and reported immediately to District. Temperature records shall be retained and provided to District upon request.
- J. Provide subcontractor escorting and on-site coordination as required.
- K. Utilize a tracking methodology that documents the transfer of custody and requires sign-offs between parties during packing, transport, unloading and placement to ensure no assets are lost or misplaced. For assets designated by the District or subject to specific regulatory, laboratory, or data integrity requirements, Contractor shall utilize Chain of Custody (COC) documentation or an equivalent District-approved process. Documentation may be maintained for individual assets or asset groups, as appropriate,

and shall identify the assets covered, custody transfers, responsible parties, transport intervals, and delivery confirmation.

- L. Ensure that equipment and instrumentation designated for OEM or OEM-approved designee handling is packed, moved, unpacked, installed, and commissioned solely by those authorized parties. Contractor will not permit non-authorized handling under any circumstances.
- M. Be responsible for arranging for the repair or replacement of any equipment or instrumentation damaged during Contractor-controlled move activities, at no additional cost to District, unless otherwise expressly agreed in writing by District.
  - 1. Contractor shall, upon discovery of damage to District owned equipment, promptly notify District's Project Manager, and in no event later than one business day of discovery of damage and provide a corrective action plan.
  - 2. Contractor shall proceed diligently to arrange for the repair or replacement as expeditiously as practicable, with priority given to minimizing disruption to District operations.
- N. Ensure all Contractor and subcontractor drivers utilized for the move are properly licensed and insured in accordance with applicable federal, state, and local laws, and shall comply with all District insurance requirements.
- O. Contractor shall also provide and install appropriate protective materials and measures (e.g., floor coverings, wall protection, corner guards, and elevator protection) to prevent damage to facilities during all phases of move activities.
- P. Update and reconcile the Equipment Relocation Inventory and Chemical Relocation Inventory during and following execution to reflect final status, location, custody, quantity (where applicable), and condition. Final inventory records shall be subject to District Project Manager review, approval, and signoff after the move.
- Q. Perform a post-move reconciliation of all equipment, chemicals, samples, supplies, records, and other items included in the approved Laboratory Relocation Plan. Contractor shall verify and document that relocated items were delivered to their designated destination locations, that quantities and custody records are complete, and that no items are missing, misdirected, or unaccounted for. Contractor shall document all discrepancies and corrective actions, reconcile final inventories to the approved relocation inventories, and obtain District Project Manager review and acceptance of the reconciliation results.

### **Task 3. Deliverables**

Due dates for the following deliverables shall be established in the deliverable schedule developed in coordination with the District during the kick-off meeting and maintained as part of the Master Project Schedule.

Contractor shall prepare and transmit the following deliverables to the District via email, with draft deliverables submitted in editable Microsoft Office format (e.g., Word, Excel, or Project, as applicable) and final deliverables submitted in searchable PDF format unless otherwise approved by the District:

- a. Successfully relocated assets placed in approved destination locations
- b. Chain of Custody or District-approved equivalent records.
- c. Temperature monitoring summaries (where used)
- d. Daily or periodic move status updates during the move
- e. Move issue log and resolution summary
- f. Damage and incident reports (if applicable)
- g. Updated and reconciled Equipment Relocation Inventory and Chemical Relocation Inventory
- h. Post-Move Reconciliation Report, including verification of equipment, chemicals, samples, and other relocated materials; identification of discrepancies; corrective actions taken; and District acceptance of final relocation inventories.

#### **Task 4. Reassemble Instruments and Validate Operation**

Contractor will coordinate and ensure completion of reassembly, installation, and operational validation of relocated instruments and systems following relocation, in accordance with the approved Laboratory Equipment Plan, manufacturer requirements, and applicable regulatory standards, while maintaining safety, protecting asset integrity, and supporting schedule certainty and cost control.

Contractor shall:

- A. Coordinate reassembly and installation of equipment by OEMs or other approved service providers in accordance with the approved Laboratory Relocation Plan from Task 2 and manufacturer specifications. Contractor will ensure all equipment on the Attachment 4) is installed, operational, and District-accepted.
- B. Coordinate qualification, validation, and calibration activities, as required, to confirm that equipment operates within manufacturer specifications and requirements in the Instrument Validation and Preventive Maintenance Requirements Matrix developed in Task 2. Validation activities shall confirm that no damage, degradation, or loss of functionality has occurred during relocation. Final acceptance and release for use shall remain with District.
- C. Request, collect, review for completeness, and transmit subcontractor service reports, qualification records, and calibration certificates to District, unless such documentation is provided directly to District. Contractor shall track outstanding documentation to closure.

- D. Coordinate corrective actions, rework, and retesting required to meet defined acceptance criteria documented in the Instrument Validation and Preventive Maintenance Requirements Matrix. Contractor shall coordinate corrective activities at no additional cost to District where deficiencies result from move-related actions or subcontractor performance under Contractor control.

#### **Task 4. Deliverables**

Due dates for the following deliverables shall be established in the deliverable schedule developed in coordination with the District during the kick-off meeting and maintained as part of the Master Project Schedule.

Contractor shall prepare and transmit the following deliverables to the District via email, with draft deliverables submitted in editable Microsoft Office format (e.g., Word, Excel, or Project, as applicable) and final deliverables submitted in searchable PDF format unless otherwise approved by the District:

- a. OEM and subcontractor service reports
- b. Qualification, validation, and calibration documentation
- c. Deviations, corrective action records, and retest results (if applicable)

#### **Task 5. Remedy Post-Move Issues**

Contractor shall manage and resolve post-move issues identified after equipment has been reassembled, validated, and accepted, including latent defects, performance degradation, or compliance concerns attributable to relocation activities in a manner that prioritizes safety, ensures regulatory compliance, minimizes schedule impacts, controls costs, and ensures full restoration of asset integrity and performance.

Contractor shall:

- A. Track post-move issues or defects identified during stabilization, ramp-up, or early operations.
- B. Coordinate corrective actions with subcontractors, OEMs, movers, and District's Project Manager and staff as required.
- C. Support warranty claims, remediation activities, or follow-up validation where issues are attributable to the move.
- D. Document issue resolution and any resulting Change Orders in accordance with Deliverables Task 1 subsection d change control procedures.

#### **Task 5. Deliverables**

Due dates for the following deliverables shall be established in the deliverable schedule developed in coordination with the District during the kick-off meeting and maintained as part of

the Master Project Schedule.

Contractor will prepare and transmit the following to District via email in PDF format:

- a. Post-move issue log and resolution records
- b. Subcontractor remediation documentation (if applicable)

#### **Task 6. Final Close-Out**

Contractor shall complete all administrative, contractual, and documentation activities necessary to formally close out the project, including verification and documentation that safety requirements were met, schedule and cost objectives were tracked and reported, and all assets were delivered and accepted in their required condition and operational state. The inventory developed in this task supersedes prior versions and serves as the final contractual record.

Contractor shall:

- A. Provide a final, District-approved destination inventory confirming asset placement, status (operational / retired / excluded), and custody disposition for the Contract record.
- B. Submit a final financial reconciliation report documenting the original Contract amount, approved Change Orders, current Contract value, all invoices submitted, payments received, subcontractor expenditures, allowance and contingency usage (if applicable), unresolved claims or disputes, and the final amount due under the Contract. The report shall identify any outstanding financial obligations and certify that all known costs associated with the work have been accounted for.
- C. Obtain and provide final documentation from all applicable subcontractors, confirm completion of all contracted services, and certify that all work has been completed and no unresolved commitments, obligations or deliverables remain.
- D. Complete and submit a project close-out documentation package in a single searchable PDF format containing all final project records and deliverables. At a minimum, the package shall include final inventories and reconciliation records, documentation confirming completion of the relocation activities, documentation demonstrating that items were relocated as intended, and records verifying completion of the applicable validation, calibration, testing, preventive maintenance, startup, and operational requirements identified in the Instrument Validation and Preventive Maintenance Requirements Matrix.
- E. Prepare a close-out documentation package

#### **Task 6. Deliverables**

Due dates for the following deliverables shall be established in the deliverable schedule developed in coordination with the District during the kick-off meeting and maintained as part of the Master Project Schedule.

Contractor will prepare and submit the following to District in PDF format:

- a. Final destination asset inventory for contract record (District-approved).
- b. Final financial reconciliation report.
- c. Complete project close-out documentation package

## **II. Schedule**

Contractor shall complete performance of the Services within the number of days specified in the Work Plan and Project Schedule in Exhibit D, calculated from the Contract start date.

## **III. Compensation**

- A. District will pay Contractor on an hourly basis and will reimburse Contractor for the reasonable expenses directly incurred by Contractor in performing Contractor's services. District will pay Contractor at the labor and expense reimbursement rates in Exhibit D. District will reimburse Contractor at cost for all expenses, including subcontractor fees, not listed herein. Travel expenses which will be reimbursed per Subsection B of this Section. Contractor may add markups or administrative fees to Contractor's expense reimbursement requests as set forth in Exhibit D.
- B. Contractor will invoice District monthly. Contractor's invoices will contain a description of the tasks performed during the billing period, the hourly rates applicable to each task, the hours spent on each task, an itemized description of the expenses, including subcontractor costs, incurred during the billing period, and the total amount billed. Contractor will indicate the total amount of the Contract, the total of the invoice, the total invoiced to date and the remaining Contract balance. District will have 30 days after the receipt of Contractor's invoice in which to make payment.
- C. Any payment, final or otherwise, will not release Contractor or its sureties from any obligations under this Contract.

## **IV. Other Terms and Conditions**

- A. Contractor will conduct all on-site work during regular working hours, which are defined as weekdays Monday through Friday, 7:00 a.m. to 4:00 p.m., holidays excluded.
- B. Contractor is solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the services. Contractor will comply with all Occupational Safety and Health (OSHA) and Oregon Occupational Safety and Health (OR-OSHA) safety standards while performing the services under this Contract. Contractor represents that it has all OSHA and OR-OSHA required safety plans in place and agrees to provide required safety training to all employees and supervisors before commencement of the services. Contractor will develop a safety plan that addresses all hazards reasonably anticipated during the services and an emergency action plan. Contractor will obtain all safety equipment and supplies required to complete the services.

District will not provide any safety equipment or supplies for Contractor employees. Contractor will require and ensure that all subcontractors comply with the requirements in this section, and Contractor will be responsible for any subcontractor's failure to do so.

- C. Contractor will implement and comply with all required OSHA safety standards throughout the Project and properly lock out and tag all equipment being worked on.
- D. Contractor will comply with all applicable federal, state, and local regulations regarding transporting, storing, handling, and disposal of hazardous substances, and will appropriately control and report clean up of accidental spills of such products to the appropriate agencies. Recycling or proper disposal of hazardous waste is Contractor's responsibility.
- E. Contractor will provide acoustical barriers so noise emanating from tools or equipment will not exceed legal noise levels.
- F. Continuous operation of District facilities is of critical importance. Contractor will schedule and conduct activities to enable existing facilities to operate continuously, unless otherwise specified.
- G. Contractor will, on a daily basis, sweep all floors, pick up and dispose of all debris and perform other housekeeping as necessary to keep the area of work neat and orderly. Contractor will maintain safe access to all equipment for operation and maintenance of the plant facility and treatment processes. Final cleaning will be considered a condition of Final Close out of the work.
- H. Contractor will confine storage of materials and equipment and the operations of workers to the Site and other areas permitted by applicable laws and regulations, and will not unreasonably encumber the Site and surrounding areas with materials, equipment or debris.
- I. It is the goal of the District to maintain its status as a "Conditionally Exempt Small Quantity Generator" regarding the generation of Hazardous Waste. Pounds of waste generated by Contractor during work activities will be charged against Contractor's EPA ID number and not against the local site EPA ID number. This will require that Contractor remove materials that meet Oregon's definition of Hazardous Waste from District's property as frequently as practical. Removal will be done before consolidation, manifesting, or shipping of the waste, preferably by each workday's end. Recycling or proper disposal of the waste is the responsibility of Contractor or its agent.

## EXHIBIT C

### INSURANCE REQUIREMENTS SUMMARY FORM

Contractor shall provide insurance coverage and limits as described below. All insurance carried by Contractor must be primary to and non-contributory with any insurance, including any self-insurance carried by District. A waiver of subrogation in favor of District shall be required on General Liability, Worker's Compensation and Automobile Liability coverage.

**It is strongly advised that Contractors give this information to their insurance agent to verify that all requirements can be met.**

**1. COMMERCIAL GENERAL LIABILITY INSURANCE.** Contractor shall at all times carry a Commercial General Liability insurance policy for Bodily Injury, Property Damage, and Personal Injury. This insurance shall include contractual liability coverage for the indemnity provided under this contract. The policy shall name Clean Water Services, its directors, officers, employees, agents and volunteers, as an **ADDITIONAL INSURED by separate endorsement**.

☐ Not Required.

☒ COMMERCIAL GENERAL LIABILITY INSURANCE with limits of not less than:

☒ \$1,000,000/\$2,000,000

☐ \$2,000,000 / \$4,000,000

☐ Other: \$ \_\_\_\_\_ each occurrence / aggregate for Bodily Injury and Property Damage.

☐ ADDITIONAL INSURED ENDORSEMENT not required.

**2. AUTOMOBILE LIABILITY INSURANCE.** Contractor shall at all times carry Automobile Liability Insurance for Bodily Injury and Property Damage for Contractor's vehicles, whether owned, hired, or non-owned, which includes coverage for Clean Water Services, its agents, officers, elected officials and employees.

☐ Not required.

☒ AUTOMOBILE LIABILITY INSURANCE with a combined single limit per accident, or the equivalent of not less than:

☒ \$1,000,000

☐ \$2,000,000

☐ Other: \$ \_\_\_\_\_ each accident for Bodily Injury and Property Damage for Contractor's vehicles whether owned, hired, or non-owned.

☐ No requirement in excess of that required under state law.

☐ Automobile Liability Additional Insured Endorsement is not required.

**3. PROFESSIONAL LIABILITY INSURANCE** Contractor shall at all times carry a Professional Liability/Errors and Omissions type insurance policy.

☒ Not required.

☐ PROFESSIONAL LIABILITY INSURANCE with limits of not less than:

☐ \$1,000,000/\$2,000,000

☐ \$1,000,000/\$3,000,000

☐ \$2,000,000/\$4,000,000

☐ Other: \$ \_\_\_\_\_ each occurrence (or each claim if coverage is afforded on a claims made basis)/aggregate to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this contract.

**4. ☒ WORKERS' COMPENSATION INSURANCE.** Contractor shall comply with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. No Workers' Compensation Insurance has been or will be obtained by the District for Contractor or Contractor's employees and subcontractors. Contractor shall provide and maintain workers' compensation coverage for its employees, officers, agents or partners as required by applicable workers' compensation laws including employers' liability with limits not less than \$1,000,000/ \$1,000,000/ \$1,000,000.

OTHER: \$ \_\_\_\_\_

## **5. OTHER COVERAGE(S) REQUIRED**

**A. ☒ POLLUTION OR ASBESTOS LIABILITY INSURANCE** Coverage shall apply to pollution conditions arising from transportation, loading/unloading, and handling of chemicals and laboratory materials with limits of not less than

☒ \$1,000,000

☐ \$2,000,000

☐ Other: \$ \_\_\_\_\_ each occurrence (or each claim if coverage is afforded on a claims made basis)

**AND**

☐ \$1,000,000

☒ Other: \$2,000,000 in the annual aggregate to cover damages due to Bodily Injury, Property Damage and Environmental Damage resulting from “sudden accidental” or “gradual” pollution and related cleanup costs.

**B. ☐ CYBER LIABILITY INSURANCE** with limits of not less than

☐ \$1,000,000

☐ \$2,000,000

☐ Other: \$ \_\_\_\_\_ each occurrence to cover data losses caused by cyber attacks, viruses, other threats, paper transactions, crisis services and lawsuits that result from data breaches or your failure to protect sensitive information.

**C. ☐ PRODUCTS COMPLETED OPERATIONS HAZARD ADDITIONAL INSURED ENDORSEMENT** naming Clean Water Services, its directors, officers, employees, agents and volunteers with respect to liability for Bodily Injury and Property Damage.

**D. ☐ BUILDER’S RISK** \$ \_\_\_\_\_ Contractor to provide the additional coverage types and limits required on large construction projects, as outlined by the Risk Manager. The coverage requirements remain in place through the duration of the construction project. If the Builder’s Risk policy renews annually during the construction project, any significant changes require District Risk Manager approval prior to implementation. District is to receive copy of new policy with the approved changes and will attach to the original contract terms. Contractor with proof of payment and cost for coverage may be reimbursed at cost with no mark-up for the Builder’s Risk coverage.

**E. ☒ OTHER** (describe coverage and limits): **INLAND MARINE/INSTALLATION FLOATER** Contractor shall maintain Inland Marine insurance (or Installation Floater) covering District-owned property while in the Contractor’s care, custody, or control during dismantling, handling, transportation, installation, and testing. Coverage shall be written on an all-risk basis and maintained with limits not less than the full replacement value of property at risk at any one time.

**NOTES:**

**Extended Reporting Coverage (“Tail Coverage”).** For Professional Liability/Errors & Omissions Insurance written on a “claims made” basis and for any other required liability insurance provided on a “claims made” basis, Contractor shall provide “tail” coverage at the completion of the contract for a duration of thirty-six (36) months or continuous “claims made” liability coverage for thirty-six (36) months following Contract completion. Continuous “claims made” coverage will be acceptable in lieu of “tail” coverage provided the retroactive date of the coverage is on or before the effective date of the Contract.

**Maximum Deductible/Retention.** Any deductible or retention must be disclosed on the certificate of insurance and no deductible or retention may exceed \$25,000 without the prior written consent of District. Contractor is responsible to pay any amounts within the deductible or retention amount.

**Additional Insureds.** Clean Water Services, its directors, officers, employees, agents and volunteers as additional insured must be named as additional insureds with respect to Contractor's services to be provided under this Contract. All liability insurance policies, with the exception of professional and/or workers compensation policies, must be endorsed to show this additional coverage.

**Insurance Certificates.** Contractor shall deliver to District, prior to the commencement of work, a certificate of insurance evidencing all policies required by this Contract including additional insured provisions afforded by the policy. This requirement can be satisfied by providing a copy of the coverage form and/or the endorsement(s). Further, it is an affirmative obligation upon the Contractor to advise the Project Manager within two business days of any substantive change of any insurance policy or endorsement set out herein, and failure to do so shall be construed to be a breach of this Contract.

**Subcontractor Insurance.** Contractor shall require and verify that all of its subcontractors of any tier provide insurance coverage and limits identical to the insurance required of the Contractor under this Contract, unless the requirement is expressly modified or waived by District.

## ATTACHMENT 4

### Laboratory Equipment and Instrumentation (Items highlighted in green are base scope, yellow are optional scope.)

| ID Number    | Generic Equipment or Instrumentation Name             | Brand                 | Model                      | Serial #            | Current Location | Proposed Location                 | Moving Requirement Classification    |
|--------------|-------------------------------------------------------|-----------------------|----------------------------|---------------------|------------------|-----------------------------------|--------------------------------------|
| ABE-55       | Quanti-tray sealer                                    | IDEXX                 | Sealer PLUS (89-003936-00) | QTP13202201185      | Microbiology     | SA-4 MICROBIO ANALYSIS (127)      | Class C - CWS Approved Vendor        |
| ABE-56       | UV lamp                                               | Spectroline           | EA-160                     | 1302095             | Microbiology     | SA-4 MICROBIO ANALYSIS (127)      | Class C - CWS Approved Vendor        |
| ABE-56B      | Computer - Microbiology                               | Lenovo                | ThinkCentre                | CWS37848            | Microbiology     | SA-4 MICROBIO ANALYSIS (127)      | Class C - CWS Approved Vendor        |
| ABE-01A      | Microbiology Incubator, countertop                    | Sheldon Manufacturing | SHELLAB SMI6               | 11040921            | Microbiology     | SA-4 MICROBIO ANALYSIS (127)      | Class B - OEM or CWS Approved Vendor |
| ABE-01B      | Microbiology Incubator, countertop                    | Sheldon Manufacturing | SHELLAB SMI6               | 8023219             | Microbiology     | SA-4 MICROBIO ANALYSIS (127)      | Class B - OEM or CWS Approved Vendor |
| ABE-01C      | Microbiology Incubator, countertop                    | Sheldon Manufacturing | SHELLAB SMI6               | 8003819             | Microbiology     | SA-4 MICROBIO ANALYSIS (127)      | Class B - OEM or CWS Approved Vendor |
| ABE-53       | Mini Incubator, countertop                            | VWR                   | INCU-Line IL 10            | 19060121            | Microbiology     | SA-4 MICROBIO ANALYSIS (127)      | Class C - CWS Approved Vendor        |
| ABE-54       | Analytical Balance                                    | Mettler-Toledo        | PR803                      | 1115063674          | Microbiology     | SA-4 MICROBIO ANALYSIS (127)      | Class B - OEM or CWS Approved Vendor |
| Not Assigned | Desiccator, countertop, ~1.5' W, rectangular, plastic | SANPLATEC             | DRYKEEPER                  | None                | Microbiology     | SA-4 MICROBIO ANALYSIS (127)      | Class C - CWS Approved Vendor        |
| Not Assigned | Desiccator, countertop, ~1.5' W, rectangular, plastic | SANPLATEC             | DRYKEEPER                  | None                | Microbiology     | SA-4 MICROBIO ANALYSIS (127)      | Class C - CWS Approved Vendor        |
| ABE-02       | Incubator - BOD floor model ~20 CuFt                  | Sheldon Manufacturing | SRI20P                     | 3044311 (prototype) | Biology          | SA-1c MANUAL CHEM ANALYSIS (118C) | Class B - OEM or CWS Approved Vendor |
| ACE-07A      | Incubator - BOD floor model ~20 CuFt                  | Sheldon Manufacturing | SRI20P                     | 6022017             | Microbiology     | SA-1c MANUAL CHEM ANALYSIS (118C) | Class B - OEM or CWS Approved Vendor |
| ACE-07B      | Incubator - BOD floor model ~20 CuFt                  | Sheldon Manufacturing | SRI20P                     | 4011020             | Biology          | SA-1c MANUAL CHEM ANALYSIS (118C) | Class B - OEM or CWS Approved Vendor |
| ABE-05       | Ultra-low freezer                                     | So-Low Brand          | MV85-2                     | 1118071             | Biology          | SA-4 MICROBIO ANALYSIS (127)      | Class C - CWS Approved Vendor        |
| Not Assigned | Flammable Cabinet, Floor model                        | VWR                   | 89522-632                  | Not Accessible      | Biology          | SA-2b ORG ANALYSIS (121B)         | Class C - CWS Approved Vendor        |
| Not Assigned | Desiccator, countertop, ~1.5' W, round                | None                  | None                       | None                | Biology          | SA-1c MANUAL CHEM ANALYSIS (118C) | Class C - CWS Approved Vendor        |
| Not Assigned | BOD/CBOD ROBOT                                        | Skalar                | SP2000-5                   | 256559              | Biology          | SA-1c MANUAL CHEM ANALYSIS (118C) | Class A - OEM Vendor Only            |

| ID Number    | Generic Equipment or Instrumentation Name | Brand             | Model                    | Serial #     | Current Location       | Proposed Location                    | Moving Requirement Classification |
|--------------|-------------------------------------------|-------------------|--------------------------|--------------|------------------------|--------------------------------------|-----------------------------------|
| Not Assigned | CBOD/BOD -DO PROBE for Robot              | YSI               | 4010-1W                  | 25050042     | Biology                | SA-1c MANUAL CHEM ANALYSIS (118C)    | Class A - OEM Vendor Only         |
| Not Assigned | Computer - CBOD/BOD Robot                 | HP-Skalar         | Intel V-Pro              | CZC4307KVR   | Biology                | SA-1c MANUAL CHEM ANALYSIS (118C)    | Class A - OEM Vendor Only         |
| ACE-01A      | CBOD/BOD -DO PROBE for Manual Setup       | YSI               | 4010-1W                  | 1414153      | Biology                | SA-1c MANUAL CHEM ANALYSIS (118C)    | Class C - CWS Approved Vendor     |
| ACE-01B      | Computer - CBOD/BOD Manual                | Lenovo            | ThinkCentre              | CWS3727      | Biology                | SA-1c MANUAL CHEM ANALYSIS (118C)    | Class C - CWS Approved Vendor     |
| ACE-01C      | Water Bath                                | Benchmark         | B200-12                  | MBG6920U-522 | Biology                | SA-1c MANUAL CHEM ANALYSIS (118C)    | Class C - CWS Approved Vendor     |
| ACE-02A      | Alkalinity Titration Robot                | Metrohm           | 855 Robotic TitroSampler | 8.55001E+11  | Biology                | SA-1c MANUAL CHEM ANALYSIS (118C)    | Class A - OEM Vendor Only         |
| ACE-02B      | Alkalinity Acid Dosing Unit               | Metrohm           | 800 DOSINO               | 1.80003E+11  | Biology                | SA-1c MANUAL CHEM ANALYSIS (118C)    | Class A - OEM Vendor Only         |
| ACE-02C      | Computer - Alkalinity                     | Lenovo            | ThinkCentre              | CWS3580      | Biology                | SA-1c MANUAL CHEM ANALYSIS (118C)    | Class A - OEM Vendor Only         |
| ACE-02B      | Alkalinity pH Meter                       | Thermo Scientific | Orion VersaStar Meter    | V03555       | Physical Tests         | SA-1c MANUAL CHEM ANALYSIS (118C)    | Class C - CWS Approved Vendor     |
| ACE-10A      | Autoanalyzer Autosampler - TPHOS          | Astoria-Pacific   | 411-S                    | 411S0184     | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class C - CWS Approved Vendor     |
| ACE-10B      | Autoanalyzer - Segmented flow - TPHOS     | Astoria-Pacific   | A2                       | 200363       | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class C - CWS Approved Vendor     |
| ACE-10C      | Computer - TPHOS                          | Lenovo            | ThinkCentre              | CWS3669      | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class C - CWS Approved Vendor     |
| ACE-11A      | Autoanalyzer Autosampler - NH3/OPO4       | Astoria-Pacific   | 411-S                    | 411S0198     | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class C - CWS Approved Vendor     |
| ACE-11B      | Autoanalyzer - Segmented flow - NH3/OPO4  | Astoria-Pacific   | A2                       | 200370       | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class C - CWS Approved Vendor     |
| ACE-11C      | Computer - NH3/OPO4                       | Dell              | OptiPlex                 | CWS5616      | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class C - CWS Approved Vendor     |

| ID Number    | Generic Equipment or Instrumentation Name | Brand             | Model         | Serial #        | Current Location       | Proposed Location                    | Moving Requirement Classification |
|--------------|-------------------------------------------|-------------------|---------------|-----------------|------------------------|--------------------------------------|-----------------------------------|
| ACE-12A      | Autoanalyzer Autosampler - TKN            | Astoria-Pacific   | 411-S         | 411S0196        | Autochemistry Prep     | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class C - CWS Approved Vendor     |
| ACE-12B      | Autoanalyzer - Segmented flow - TKN       | Astoria-Pacific   | A2            | 200174          | Autochemistry Prep     | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class C - CWS Approved Vendor     |
| ACE-12C      | Computer - TKN                            | Dell              | OptiPlex      | CWS5605         | Autochemistry Prep     | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class C - CWS Approved Vendor     |
| ACE-16A      | TKN Block digester (in fume hoods)        | Seal              | 50 wells      | 5005A15094      | Autochemistry Prep     | SA-1e CHEM ANALYSIS DIGESTION (118E) | Class C - CWS Approved Vendor     |
| ACE-16B      | TKN Block digester (in fume hoods)        | Seal              | 50 wells      | 5146U01190      | Autochemistry Prep     | SA-1e CHEM ANALYSIS DIGESTION (118E) | Class C - CWS Approved Vendor     |
| Not Assigned | Autoanalyzer - Autosampler - NOX          | Astoria-Pacific   | 411-S         | 411S0163        | Autochemistry Prep     | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class C - CWS Approved Vendor     |
| Not Assigned | Autoanalyzer - Segmented Flow - NOX       | Astoria-Pacific   | A2            | 200375          | Autochemistry Prep     | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class C - CWS Approved Vendor     |
| Not Assigned | Computer - NOX                            | Lenovo            | ThinkCentre   | CWS3579         | Autochemistry Prep     | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class C - CWS Approved Vendor     |
| ACE-48A      | Autoclave - TPHOS (Persulfate Analysis)   | Market Forge      | STM-EL        | 106987-2TT-0284 | Biology                | SA-1e CHEM ANALYSIS DIGESTION (118E) | Class A - OEM Vendor Only         |
| ACE-13A      | IC -Ion chromatograph - Anions            | Thermo Scientific | Integrion HPC | 18070303        | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class A - OEM Vendor Only         |
| ACE-13B      | IC Autosampler - Anions                   | Thermo Scientific | Dionex AS-DV  | 171012774       | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class A - OEM Vendor Only         |
| ACE-13C      | Computer - Anions                         | Dell              | OptiPlex XE3  | 16413300579     | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class A - OEM Vendor Only         |
| ACE-13D      | UPS - Anions                              | APT               | SMT3000C      | AS2218253044    | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class A - OEM Vendor Only         |
| ACE-13E      | IC -Ion chromatograph - VFA               | Thermo Scientific | ICS-2100      | 240851162       | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class A - OEM Vendor Only         |
| ACE-13F      | IC Autosampler - VFA                      | Thermo Scientific | Dionex AS-DV  | 2412880053      | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class A - OEM Vendor Only         |
| ACE-13G      | Computer- VFA                             | Dell              | OptiPlex XE4  | 18419936620     | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class A - OEM Vendor Only         |
| ACE--13H     | UPS - VFA                                 | APT               | SMT3000C      | AS2218252707    | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class A - OEM Vendor Only         |
| ACE-13I      | IC Autosampler - PHA                      | Thermo Scientific | Dionex AS-DV  | 2302880016      | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D) | Class A - OEM Vendor Only         |

| ID Number    | Generic Equipment or Instrumentation Name | Brand             | Model                  | Serial #        | Current Location       | Proposed Location                          | Moving Requirement Classification    |
|--------------|-------------------------------------------|-------------------|------------------------|-----------------|------------------------|--------------------------------------------|--------------------------------------|
| ACE-13J      | IC -Ion chromatograph - PHA               | Thermo Scientific | Dionex Integriion RFIC | 23013140        | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class A - OEM Vendor Only            |
| ACE-13K      | Computer - PHA                            | Dell              | OptiPlex XE3           | 36412795371     | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class A - OEM Vendor Only            |
| ACE-13H      | UPS - PHA                                 | APT               | SMT3000C               | AS2240130607    | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class A - OEM Vendor Only            |
| Not Assigned | Analytical Balance                        | VWR               | VWR-2102AC             | 830858          | Autochemistry Prep     | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class B - OEM or CWS Approved Vendor |
| Not Assigned | Analytical Balance                        | Mettler           | PB3002                 | 115083097       | Autochemistry Prep     | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class B - OEM or CWS Approved Vendor |
| Not Assigned | Centrifuge, countertop                    | Thermo Scientific | Megafuge 16            | 41451900        | Autochemistry Analysis | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class C - CWS Approved Vendor        |
| ACE-15A      | Autoanalyzer - TOC                        | Shimadzu          | TOC-L                  | H54325732463 CS | TOC-COD Analysis       | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class B - OEM or CWS Approved Vendor |
| ACE-15B      | Autosampler -TOC                          | Shimadzu          | ASI-L                  | H57415703067 SA | TOC-COD Analysis       | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class B - OEM or CWS Approved Vendor |
| ACE-15C      | Computer -TOC                             | Lenovo            | ThinkCentre            | CWS3750         | TOC-COD Analysis       | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class B - OEM or CWS Approved Vendor |
| ACE-17A      | COD Block digester #5                     | Hach              | DRB200                 | 1008C1097       | TOC-COD Analysis       | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class C - CWS Approved Vendor        |
| ACE-17B      | COD Block digester #9                     | Hach              | DRB200                 | 20040C0287      | TOC-COD Analysis       | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class C - CWS Approved Vendor        |
| ACE-17C      | COD Block digester #10                    | Hach              | DRB200                 | 20040C0050      | TOC-COD Analysis       | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class C - CWS Approved Vendor        |
| ACE-17D      | COD Block digester #11                    | Hach              | DRB200                 | 23100C0464      | TOC-COD Analysis       | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class C - CWS Approved Vendor        |
| ACE-17D      | COD Spectrophotometer                     | Hach              | DR/3900                | 2305352         | TOC-COD Analysis       | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class B - OEM or CWS Approved Vendor |
| ACE-17E      | Computer - COD                            | Dell              | OptiPlex 5080          | CWS#3855        | TOC-COD Analysis       | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class B - OEM or CWS Approved Vendor |
| ACE-08A      | Analytical Balance                        | Mettler           | XPE 204                | B030054925      | Physical Tests         | SA-1a CHEM ANALYSIS MANUAL BAL ROOM (118A) | Class B - OEM or CWS Approved Vendor |

| ID Number | Generic Equipment or Instrumentation Name             | Brand                    | Model                      | Serial #       | Current Location | Proposed Location                           | Moving Requirement Classification    |
|-----------|-------------------------------------------------------|--------------------------|----------------------------|----------------|------------------|---------------------------------------------|--------------------------------------|
| ACE-08A   | Computer -TSS                                         | Dell                     | OptiPlex                   | CWS5587        | Physical Tests   | SA-1a CHEM ANALYSIS MANUAL BAL ROOM (118A)  | Class B - OEM or CWS Approved Vendor |
| ACE-08B   | Analytical Balance                                    | Mettler                  | XPE 204                    | B618405232     | Physical Tests   | SA-1a CHEM ANALYSIS MANUAL BAL ROOM (118A)  | Class B - OEM or CWS Approved Vendor |
| ACE-08B   | Computer -TS/TDS                                      | Dell                     | OptiPlex                   | CWS5609        | Physical Tests   | SA-1a CHEM ANALYSIS MANUAL BAL ROOM (118A)  | Class B - OEM or CWS Approved Vendor |
| ACE-04A   | Analytical Balance                                    | Satorius Lab Instruments | Cubis MCA324P-2S00-A       | 38803263       | Physical Tests   | SA-1c CHEM ANALYSIS MANUAL (118C)           | Class B - OEM or CWS Approved Vendor |
| ACE-04B   | Computer - %TS                                        | Dell                     | OptiPlex                   | CWS5614        | Physical Tests   | SA-1c CHEM ANALYSIS MANUAL (118C)           | Class B - OEM or CWS Approved Vendor |
| ACE-05    | TS/TDS Anti-static Kit with Desiccator                | Mettler                  | 01.7903.175                | 01.7903.175    | Physical Tests   | SA-1a CHEM ANALYSIS MANUAL BAL ROOM (118A)  | Class C - CWS Approved Vendor        |
| ACE-03    | TSS Filtration Station Vacuum Manifold                | None                     | None                       | None           | Physical Tests   | SA-1c CHEM ANALYSIS MANUAL (118C)           | Class C - CWS Approved Vendor        |
| ACE-09A   | Muffle Furnace                                        | Thermo Scientific        | Thermolyne 30400           | Not Accessible | Physical Tests   | SA-1b CHEM ANALYSIS MANUAL OVEN ROOM (118B) | Class C - CWS Approved Vendor        |
| ACE-09B   | Muffle Furnace                                        | Thermo Scientific        | Thermolyne 30400           | Not Accessible | Physical Tests   | SA-1b CHEM ANALYSIS MANUAL OVEN ROOM (118B) | Class C - CWS Approved Vendor        |
| ACE-09C   | Drying oven, countertop                               | Sheldon Manufacturing    | SHELLAB SM05               | 10041219       | Physical Tests   | SA-1b CHEM ANALYSIS MANUAL OVEN ROOM (118B) | Class C - CWS Approved Vendor        |
| ACE-09D   | Drying oven, countertop                               | Binder                   | FD240-UL                   | 846676         | Physical Tests   | SA-1b CHEM ANALYSIS MANUAL OVEN ROOM (118B) | Class C - CWS Approved Vendor        |
| ACE-19A   | Desiccator, countertop, ~1.5' W, round, glass         | None                     | None                       | Needs CWS #    | Physical Tests   | SA-1c CHEM ANALYSIS MANUAL (118C)           | Class C - CWS Approved Vendor        |
| ACE-19B   | Desiccator, countertop, ~1.5' W, round, glass         | None                     | None                       | Needs CWS #    | Physical Tests   | SA-1c CHEM ANALYSIS MANUAL (118C)           | Class C - CWS Approved Vendor        |
| ACE-19C   | Desiccator, countertop, ~1.5' W, rectangular, plastic | SP Bel-Art               | Secador Desiccator Cabinet | KS2211K700028  | Physical Tests   | SA-1a CHEM ANALYSIS MANUAL BAL ROOM (118A)  | Class C - CWS Approved Vendor        |
| ACE-19D   | Desiccator, countertop, ~1.5' W, rectangular, plastic | SP Bel-Art               | Secador Desiccator Cabinet | KS2211K700053  | Physical Tests   | SA-1a CHEM ANALYSIS MANUAL BAL ROOM (118A)  | Class C - CWS Approved Vendor        |
| ACE-19E   | Desiccator, countertop, ~1.5' W, rectangular, plastic | SANPLATEC                | DRYKEEPER                  | Needs CWS #    | Physical Tests   | SA-1c CHEM ANALYSIS MANUAL (118C)           | Class C - CWS Approved Vendor        |

| ID Number    | Generic Equipment or Instrumentation Name                       | Brand         | Model             | Serial #       | Current Location | Proposed Location                          | Moving Requirement Classification    |
|--------------|-----------------------------------------------------------------|---------------|-------------------|----------------|------------------|--------------------------------------------|--------------------------------------|
| ACE-19F      | Desiccator, countertop, ~1.5' W, rectangular, plastic           | SANPLATEC     | DRYKEEPER         | Needs CWS #    | Physical Tests   | SA-1c CHEM ANALYSIS MANUAL (118C)          | Class C - CWS Approved Vendor        |
| ACE-20A      | Desiccator, countertop, 2' W, 3'L, 2'H rectangular, Metal/Glass | None          | None              | Needs CWS #    | Physical Tests   | SA-1a CHEM ANALYSIS MANUAL BAL ROOM        | Class C - CWS Approved Vendor        |
| ACE-20B      | Desiccator, countertop, 2' W, 3'L, 2'H rectangular, Metal/Glass | None          | None              | Needs CWS #    | Physical Tests   | SA-1a CHEM ANALYSIS MANUAL BAL ROOM (118A) | Class C - CWS Approved Vendor        |
| ACE-20C      | Desiccator, countertop, 2' W, 3'L, 2'H rectangular, Metal/Glass | None          | None              | Needs CWS #    | Physical Tests   | SA-1c CHEM ANALYSIS MANUAL (118C)          | Class C - CWS Approved Vendor        |
| Not Assigned | Orbital Shaker Table                                            | VWR           | 3500 ADV          | C207572898     | Metals Glassware | SA-3c METALS ANALYSIS PREP (117C)          | Class C - CWS Approved Vendor        |
| Not Assigned | Orbital Shaker Table                                            | VWR           | 3500 ADV          | C434633826     | Metals Glassware | SA-3c METALS ANALYSIS PREP (117C)          | Class C - CWS Approved Vendor        |
| Not Assigned | Analytical Balance                                              | ATI Cahn      | CA-18             | 40403011       | Metals Prep      | SA-3c METALS ANALYSIS PREP (117C)          | Class B - OEM or CWS Approved Vendor |
| ACE-35A      | Acid Distillation Chiller                                       | LabTech Group | H50-500DF         | 25030549324    | Metals Prep      | SA-3c METALS ANALYSIS PREP (117C)          | Class B - OEM or CWS Approved Vendor |
| ACE-35B      | Acid Distillation Apparatus                                     | Milestone     | duoPUR            | 03120151       | Metals Prep      | SA-3c METALS ANALYSIS PREP (117C)          | Class B - OEM or CWS Approved Vendor |
| Not Assigned | Block digester                                                  | SP Science    | DigiPrep MS       | MSX0205350232  | Metals Prep      | SA-3c METALS ANALYSIS PREP (117C)          | Class B - OEM or CWS Approved Vendor |
| ACE-35       | Microwave digester                                              | CEM           | MARS 6            | MY2528         | Metals Prep      | SA-3c METALS ANALYSIS PREP (117C)          | Class B - OEM or CWS Approved Vendor |
| Not Assigned | Microwave digester                                              | CEM           | Mars Express      | Not Accessible | Metals Prep      | SA-3c METALS ANALYSIS PREP (117C)          | Class B - OEM or CWS Approved Vendor |
| Not Assigned | Balance, top load                                               | Mettler       | PM 2000           | I05687         | Metals Prep      | SA-3c METALS ANALYSIS PREP (117C)          | Class B - OEM or CWS Approved Vendor |
| Not Assigned | Centrifuge, countertop                                          | IEC           | HN-SII Centrifuge | 235522765      | Metals Analysis  | SA-3c METALS ANALYSIS PREP (117C)          | Class C - CWS Approved Vendor        |
| ACE-33B      | Vacuum pump, countertop                                         | Agilent       | 9499225M013       | IT19165096     | Metals Analysis  | SA-3d METALS ANALYSIS INSTRUMENTS (117D)   | Class A - OEM Vendor Only            |
| ACE-33A      | ICP-MS Chiller                                                  | Agilent       | G3292-80200       | 1904-00727     | Metals Analysis  | SA-3d METALS ANALYSIS INSTRUMENTS (117D)   | Class A - OEM Vendor Only            |
| ACE-33C      | ICP-MS SPS 4 Autosampler                                        | Agilent       | G8410A            | AU18425768     | Metals Analysis  | SA-3d METALS ANALYSIS INSTRUMENTS (117D)   | Class A - OEM Vendor Only            |

| ID Number    | Generic Equipment or Instrumentation Name                                                               | Brand      | Model            | Serial #         | Current Location | Proposed Location                        | Moving Requirement Classification    |
|--------------|---------------------------------------------------------------------------------------------------------|------------|------------------|------------------|------------------|------------------------------------------|--------------------------------------|
| ACE-33D      | ICP-MS 7800 Instrument                                                                                  | Agilent    | G8421A           | SG19213775       | Metals Analysis  | SA-3d METALS ANALYSIS INSTRUMENTS (117D) | Class A - OEM Vendor Only            |
| ACE-33E      | Computer - ICP-MS                                                                                       | HP-Agilent | Intel Core I5    | MXL4153T07       | Metals Analysis  | SA-3d METALS ANALYSIS INSTRUMENTS (117D) | Class A - OEM Vendor Only            |
| ABE-11       | Refrigerator/Freezer, floor model, for cold storage of samples in-process that cannot be exposed to UV. | Traulsen   | RDT323DUT-FHS    | TS0421G04        | Chlorophyll      | SA-5 CHLOROPHYLL AND MICROSCOPY (126)    | Class C - CWS Approved Vendor        |
| ABE-57       | Fluorometer                                                                                             | Turner     | Trilogy 7200-002 | 721000244        | Chlorophyll      | SA-5 CHLOROPHYLL AND MICROSCOPY (126)    | Class B - OEM or CWS Approved Vendor |
| ABE-57B      | Computer - Chlorophyll                                                                                  | Dell       | OptiPlex         | CWS#4986         | Chlorophyll      | SA-5 CHLOROPHYLL AND MICROSCOPY (126)    | Class B - OEM or CWS Approved Vendor |
| ABE-15       | Bead rupture, countertop                                                                                | Omni       | EL2-2358         | 19-2241E         | Chlorophyll      | SA-5 CHLOROPHYLL AND MICROSCOPY (126)    | Class B - OEM or CWS Approved Vendor |
| ABE-14       | Centrifuge                                                                                              | Thermo     | Medifuge         | 42361169         | Chlorophyll      | SA-5 CHLOROPHYLL AND MICROSCOPY (126)    | Class B - OEM or CWS Approved Vendor |
| Not Assigned | Flammable Cabinet, countertop                                                                           | SciMat Co  | SC8021           | Not Accessible   | Chlorophyll      | SA-5 CHLOROPHYLL AND MICROSCOPY (126)    | Class C - CWS Approved Vendor        |
| Not Assigned | Flammable Cabinet, countertop                                                                           | SciMat Co  | SC8021           | Not Accessible   | Chlorophyll      | SA-5 CHLOROPHYLL AND MICROSCOPY (126)    | Class C - CWS Approved Vendor        |
| ABE-12       | Microscope, stereo                                                                                      | Leica      | 56D              | 5906587          | Microbiology     | SA-5 CHLOROPHYLL AND MICROSCOPY (126)    | Class B - OEM or CWS Approved Vendor |
| ABE-13       | Microscope, light                                                                                       | Leica      | DM750P           | 9640013810UN0023 | Microbiology     | SA-5 CHLOROPHYLL AND MICROSCOPY (126)    | Class B - OEM or CWS Approved Vendor |
| ACE-14A      | Cyanide Mains Power                                                                                     | Skalar     | 5565             | 221259           | Organics         | SA-1d CHEM ANALYSIS AUTOMATED (118D)     | Class A - OEM Vendor Only            |
| ACE-14B      | Cyanide Interface Power                                                                                 | Skalar     | 28505900-01      | 224121           | Organics         | SA-1d CHEM ANALYSIS AUTOMATED (118D)     | Class A - OEM Vendor Only            |
| ACE-14C      | Cyanide SAN++ System                                                                                    | Skalar     | 3000-01          | 229329           | Organics         | SA-1d CHEM ANALYSIS AUTOMATED (118D)     | Class A - OEM Vendor Only            |
| ACE-14D      | Cyanide Autosampler                                                                                     | Skalar     | SA 1100          | 224114           | Organics         | SA-1d CHEM ANALYSIS AUTOMATED (118D)     | Class A - OEM Vendor Only            |

| ID Number    | Generic Equipment or Instrumentation Name                | Brand                | Model                       | Serial #                         | Current Location | Proposed Location                          | Moving Requirement Classification    |
|--------------|----------------------------------------------------------|----------------------|-----------------------------|----------------------------------|------------------|--------------------------------------------|--------------------------------------|
| ACE-14E      | Computer - Cyanide Instrument                            | Lenovo               | ThinkCentre                 | CWS#3546                         | Organics         | SA-1d CHEM ANALYSIS AUTOMATED (118D)       | Class A - OEM Vendor Only            |
| ACE-23       | Flammables freezer, countertop, GC-ECD Standards Storage | VWR                  | FFS-04                      | 182211092514PW-2303-V52          | Organics         | SA-2b ORG ANALYSIS (121B)                  | Class B - OEM or CWS Approved Vendor |
| ACE-21A      | GC/ECD                                                   | Agilent              | 7890B                       | CN18223021                       | Organics         | SA-2b ORG ANALYSIS (121B)                  | Class A - OEM Vendor Only            |
| ACE-21B      | GC/ECD Purge & Trap                                      | EST Analytical       | Evolution                   | EV971061218                      | Organics         | SA-2b ORG ANALYSIS (121B)                  | Class A - OEM Vendor Only            |
| ACE-21C      | GC/ECD P&T Autosampler                                   | EST Analytical       | CENTURION                   | CENTW643061218                   | Organics         | SA-2b ORG ANALYSIS (121B)                  | Class A - OEM Vendor Only            |
| ACE-21D      | Computer - GC/ECD                                        | Lenovo               | ThinkCentre                 | CWS#3593                         | Organics         | SA-2b ORG ANALYSIS (121B)                  | Class A - OEM Vendor Only            |
| ACE-29A      | PFAS LC                                                  | Agilent              | 1290 Infinity II High Speed | DEBA412249/DEBAS04706/DEBA208206 | Organics         | SA-2e TRACE ORG ANALYSIS INSTRUMENT (121E) | Class A - OEM Vendor Only            |
| ACE-29B      | PFAS MS/MS                                               | Agilent              | G6495C                      | SG2328D205                       | Organics         | SA-2e TRACE ORG ANALYSIS INSTRUMENT (121E) | Class A - OEM Vendor Only            |
| ACE-29C      | PFAS vacuum                                              | Agilent              | G2571-64000                 | IT2442N121                       | Organics         | SA-2e TRACE ORG ANALYSIS INSTRUMENT (121E) | Class A - OEM Vendor Only            |
| ACE-29D      | PFAS N-Generator                                         | Peak                 | Genius XE 70 230V           | 723040139                        | Organics         | SA-2e TRACE ORG ANALYSIS INSTRUMENT (121E) | Class A - OEM Vendor Only            |
| ACE-29E      | PFAS Computer                                            | HP                   | Z2 Mini G9                  | MXL3192H22                       | Organics         | SA-2e TRACE ORG ANALYSIS INSTRUMENT (121E) | Class A - OEM Vendor Only            |
| ACE-28       | PFAS Automated SPE                                       | Promochrom           | SPE-03 Gen 4 (MOD-00P)      | 202308020                        | Organics         | SA-2d TRACE ORG ANALYSIS PREP(121D)        | Class B - OEM or CWS Approved Vendor |
| Not Assigned | PFAS N-Evap                                              | Organomation         | 9125                        | 64662                            | Organics         | SA-2d TRACE ORG ANALYSIS PREP(121D)        | Class C - CWS Approved Vendor        |
| Not Assigned | PFAS Vacuum Elution Manifold                             | Vac Elut             | SPS 24, 10 X 75MM           | n/a                              | Organics         | SA-2d TRACE ORG ANALYSIS PREP(121D)        | Class C - CWS Approved Vendor        |
| Not Assigned | PFAS/TOP water bath                                      | Benchmark Scientific | B2000-12                    | MBG6120U540                      | Organics         | SA-2d TRACE ORG ANALYSIS PREP(121D)        | Class C - CWS Approved Vendor        |
| Not Assigned | Flammable Cabinet, Floor model                           | Eagle                | 1947                        | Not Accessible                   | Organics         | SA-2d TRACE ORG ANALYSIS PREP(121D)        | Class C - CWS Approved Vendor        |

| ID Number    | Generic Equipment or Instrumentation Name                       | Brand                 | Model                         | Serial #                | Current Location | Proposed Location                     | Moving Requirement Classification    |
|--------------|-----------------------------------------------------------------|-----------------------|-------------------------------|-------------------------|------------------|---------------------------------------|--------------------------------------|
| Not Assigned | Desiccator, countertop, ~1.5' W, round, glass                   | None                  | None                          | Needs CWS #             | Organics         | SA-2a ORG PREP (121A)                 | Class C - CWS Approved Vendor        |
| Not Assigned | Ultrasonic cleaner, countertop                                  | Branson               | PC620                         | PC620-1                 | Organics         | SA-2a ORG PREP (121A)                 | Class C - CWS Approved Vendor        |
| Not Assigned | Vacuum freeze dryer, countertop                                 | Harvest Right         | Scientific Freeze Dryer       | Not Accessible          | Glassware Wash   | SA-2a ORG PREP (121A)                 | Class C - CWS Approved Vendor        |
| Not Assigned | Vacuum pump, countertop                                         | JB Industrial         | DV-200N                       | #0516                   | Glassware Wash   | SA-2a ORG PREP (121A)                 | Class C - CWS Approved Vendor        |
| ACE-32       | Drying oven, countertop                                         | Sheldon Manufacturing | SHEL LAB SM03                 | Not Accessible          | Glassware Wash   | SA-2a ORG PREP (121A)                 | Class C - CWS Approved Vendor        |
| Not Assigned | Flammables Fridge, countertop, PFAS Standards Storage           | VWR                   | FRS-04                        | 122509215228PW-2602-V52 | Organics         | SA-2b ORG ANALYSIS (121B)             | Class B - OEM or CWS Approved Vendor |
| Not Assigned | Flammables Fridge, Full size floor model, PFAS Extracts Storage | VWR                   | HC-FRP-17-TS                  | 25048453-2603           | Organics         | SA-2b ORG ANALYSIS (121B)             | Class B - OEM or CWS Approved Vendor |
| N/A          | Ice maker, floor model                                          | Manitoc               | Indigo NXT Ice Machine        | Not Accessible          | Garage           | LO-1 Vehicle                          | Class B - OEM or CWS Approved Vendor |
| LOE-02?      | Freezer, 20'cf, Upright, for Storage of PFAS samples            | Gibson- Frigidaire    | GFU21M4GW0                    | WB94325092              | Garage           | SURPLUS                               | N/A                                  |
| LOE-02       | Freezer, 8"cf, for storage of gel ice packs                     | Danby                 | Unknown                       | Not Accessible          | Garage           | SURPLUS                               | Class C - CWS Approved Vendor        |
| Not Assigned | Label Printer                                                   | Epson Colorworks      | TM-C3500                      | U23F016455              | Sample Receiving | SR-2 BOTTLE PROCESSING (134)          | Class C - CWS Approved Vendor        |
| Not Assigned | Computer - Sample Receiving                                     | Dell                  | OptiPlex                      | CWS#5247                | Sample Receiving | SR-2 BOTTLE PROCESSING (134)          | Class C - CWS Approved Vendor        |
| ABE-24       | Bead Beater (Homogenzier)                                       | BioSpec               | MiniBeadBeater-16;model 607   | BSP89030                | Durham Lab       | SA-8b MOLECULAR BIO EXTRACTION (124A) | Class B - OEM or CWS Approved Vendor |
| ABE-25       | Microplate spectrophotometer + PC                               | Agilent               | Synergy HTX multi-mode reader | 2102081B                | Durham Lab       | SA-8b MOLECULAR BIO EXTRACTION (124A) | Class A - OEM Vendor Only            |
| ABE-26       | Biosafety Cabinet                                               | Labconco              | LogicPlus Catalog# 302419101  | 200695728A              | Durham Lab       | SA-8b MOLECULAR BIO EXTRACTION (124A) | Class B - OEM or CWS Approved Vendor |
| ABE-28       | Automated nucleic acid extractor                                | Thermo Scientific     | Kingfisher Apex               | 714-801154              | Durham Lab       | SA-8b MOLECULAR BIO EXTRACTION (124A) | Class A - OEM Vendor Only            |

| ID Number    | Generic Equipment or Instrumentation Name                      | Brand                | Model                         | Serial #                    | Current Location | Proposed Location                       | Moving Requirement Classification    |
|--------------|----------------------------------------------------------------|----------------------|-------------------------------|-----------------------------|------------------|-----------------------------------------|--------------------------------------|
| ABE-30       | Swinging Bucket Centrifuge                                     | Eppendorf            | 5811F, 5810R                  | 5811BO767834                | Durham Lab       | SA-8a MOLECULAR BIO CONCENTRATION (123) | Class B - OEM or CWS Approved Vendor |
| ABE-33       | -80C Upright Freezer (Sample Storage)                          | Panasonic            | TwinGuard MDF-DU502VXC-PA     | 17070005                    | Durham Lab       | SA-8d MOLECULAR BIO EQUIPMENT (124C)    | Class B - OEM or CWS Approved Vendor |
| ABE-36       | Undercounter -20 Freezer (PCR Reagent Freeze)                  | VWR                  | Model HCUCFS-0430             | VWR-622011091792PW-2101-V52 | Durham Lab       | SA-8c MOLECULAR BIO REAGENT PREP (124B) | Class B - OEM or CWS Approved Vendor |
| ABE-38       | Droplet Generator (Emulsifier)                                 | Bio-Rad              | QX-200                        | 772BR7467                   | Durham Lab       | SA-8e MOLECULAR BIO DROPLET (124D)      | Class A - OEM Vendor Only            |
| ABE-40       | Plate Sealer                                                   | Bio-Rad              | PX1                           | 770BR6751                   | Durham Lab       | SA-8e MOLECULAR BIO DROPLET (124D)      | Class A - OEM Vendor Only            |
| ABE-42A      | Thermal Cycler #1                                              | Bio-Rad              | C1000 Touch                   | CT067443                    | Durham Lab       | SA-8f MOLECULAR BIO INSTRUMENT (124E)   | Class A - OEM Vendor Only            |
| ABE-42B      | Thermal Cycler #2                                              | Bio-Rad              | C1000 Touch                   | CT066017                    | Durham Lab       | SA-8f MOLECULAR BIO INSTRUMENT (124E)   | Class A - OEM Vendor Only            |
| ABE-42C      | Thermal Cycler #3                                              | Bio-Rad              | C1000 Touch                   | CT049988                    | Durham Lab       | SA-8f MOLECULAR BIO INSTRUMENT (124E)   | Class A - OEM Vendor Only            |
| ABE-43       | Droplet Reader + PC                                            | Bio-Rad              | QX-200                        | 771BR8263                   | Durham Lab       | SA-8f MOLECULAR BIO INSTRUMENT (124E)   | Class A - OEM Vendor Only            |
| ABE-46       | Undercounter -20C Freezer (Post PCR Products)                  | VWR                  | Model HCUCFS-0430             | Not Accessible              | Durham Lab       | SA-8f MOLECULAR BIO INSTRUMENT (124E)   | Class B - OEM or CWS Approved Vendor |
| Not Assigned | PCR UV Hood Enclosure                                          | VWR                  | PCR workstation cat#10783-132 | Not Accessible              | Durham Lab       | SA-8b MOLECULAR BIO EXTRACTION (124)    | Class B - OEM or CWS Approved Vendor |
| ABE-22       | Undercounter Refrigerator/Freezer (Short term Reagent Storage) | Avanti               | RMS551SS                      | Not Accessible              | Durham Lab       | SA-8b MOLECULAR BIO EXTRACTION (124)    | Class B - OEM or CWS Approved Vendor |
| Not Assigned | Analytical Balance                                             | Mettler              | AX205DR                       | 1121413784                  | Durham Lab       | SA-8f MOLECULAR BIO INSTRUMENT (124E)   | Class B - OEM or CWS Approved Vendor |
| Not Assigned | Small Centrifuge - Molecular LAB                               | Eppendorf            | Eppendorf 5425 Centrifuge     | 5405JM517457                | Durham Lab       | SA-8b MOLECULAR BIO EXTRACTION (124)    | Class B - OEM or CWS Approved Vendor |
| Not Assigned | Plate Spinner - Molecular LAB                                  | Benchmark Scientific | PCR Plate Centrifuge II       | 040U223151475               | Durham Lab       | SA-8b MOLECULAR BIO EXTRACTION (124)    | Class B - OEM or CWS Approved Vendor |
| Not Assigned | Small Ice Maker - Molecular Only                               | Scotsman             | UF0915A-1A                    | 19121320012270              | Durham Lab       | SA-8b MOLECULAR BIO EXTRACTION (124)    | Class B - OEM or CWS Approved Vendor |

## ATTACHMENT 5 CHEMICALS AND ESTIMATED VOLUME

(For Proposal purposes only and subject to change.)

| Transportation Category                | Typical Contents                                        | Approx. Liquid Volume | Approx. Solid Mass |
|----------------------------------------|---------------------------------------------------------|-----------------------|--------------------|
| <b>Non-hazardous dry solids</b>        | Media, agar, salts, buffers (dry), sugars, cellulose    | —                     | ~20–25 kg          |
| <b>Corrosive liquids &amp; solids</b>  | NaOH 10N, carbonate solutions, acetic acid, acids/bases | ~5–8 L                | ~6–8 kg            |
| <b>Oxidizers / reactive solids</b>     | Persulfates, permanganate, nitrites, chloramine-T       | —                     | ~3–4 kg            |
| <b>Toxic / health-hazard solids</b>    | Barbituric acid, sulfanilamide, hydrazine sulfate, dyes | —                     | <2 kg              |
| <b>Flammable liquids (Class 3)</b>     | Methanol, acetonitrile, IPA, acetone, pyridine          | ~50 L                 | —                  |
| <b>Aqueous buffers &amp; standards</b> | pH 4/7/10 buffers, standards, electrode solutions       | ~60–65 L              | —                  |
| <b>Oils, coolants, surfactants</b>     | MS fluids, pump oil, coolants, detergents               | ~35–40 L              | —                  |