

City of Oneida
Invitation for Bids
LAB TESTING
CONTRACT YEAR 2026

FOR

City of Oneida, New York
Water Department
Oneida, New York

BID OPENING: Wednesday, January 14th, 2026 @ 1:00 PM

TABLE OF CONTENTS

	PAGE
ADVERTISEMENT - INVITATION TO BID	A - 1
INSTRUCTIONS TO BIDDERS	B - 1, 2
PROPOSAL	
<i>(Bidder MUST complete and sign)</i>	P – 1, 2, 3, 4
PUBLIC CONTRACTS	
<i>(Bidder MUST complete and sign)</i>	PC-1, 2
GENERAL SPECIFICATIONS	GS-1
CONTRACT SIGNATURE PAGE	CSP

ADVERTISEMENT - INVITATION TO BID

Pursuant to a Common Council resolution dated **December 16th, 2025**, the City of Oneida, New York requests bids for the sample lab testing of THM's, HAA5, Inorganic Chemicals, Organic Chemicals, Radiological, Lead and Copper, and other materials as outlined in the Sample Group Sheets. Samples are to be tested as indicated on the Sample Group Sheets for each specified chemical at their respective intervals. Lab testing would be required for the remainder of the 2026 calendar until December 31st, 2026.

The material upon which the bidders submit proposals must conform to the specifications contained within the Bid Documents.

Bids shall be mailed or delivered in a sealed envelope that shall be labeled "Bid on Water Department Chemical Lab Testing" and must be received by the City of Oneida Purchasing Agent, 109 North Main Street, Oneida, New York 13421-1627 not later than **Wednesday, January 14th, 2026 @ 1:00 PM**, at which time they will be opened and read aloud.

The bid document can be obtained from the Office of the Oneida City Engineer, 109 North Main Street, Oneida, New York, 13421-1627 at no cost. The bid document may also be found on the City of Oneida's web site at www.oneidacityny.gov.

Each bid must be accompanied by cash, certified check or bid bond in an amount not less than five percent (5%) of the bid amount and subject to the conditions provided in the Information for Bidders.

The City of Oneida is exempt from the payment of sales and compensating use taxes of the State of New York and of cities and counties thereof on all materials, equipment and supplies sold to the owner pursuant to this contract. These taxes are not to be included in the bid.

The City of Oneida reserves the right to revise or amend the specifications prior to the date set for opening of bids. Such revisions and amendments, if any, will be announced by addenda to this advertisement.

This Invitation to Bid is also considered a part of the specifications and shall be complied with in all respects. The Common Council of the City of Oneida reserves the right to reject any or all bids not in the best interest of the City.

Jessica Kaiser,
Purchasing Agent

INSTRUCTIONS TO BIDDERS

1. Sealed bids will be received by the Purchasing Agent, Oneida City Hall, 109 North Main Street, City of Oneida, New York, in accordance with the published advertisement.
2. The sealed bids, subject to the conditions contained herein, will then be publicly opened and read aloud. Bidding sheets are to be returned in the specifications book and all bidding must be on the forms furnished.
3. Damages for delay - This clause will be inserted in the contract with the vendor: "The vendor agrees to make no claim for damages for delay occasioned by an act or omission of the City of Oneida, New York."
4. All delivery charges must be included in the bid price.
5. No combination bid on any units will be accepted and each unit must be bid separately.
6. Any material delivered by the Vendor which is not in accordance with the specifications or is otherwise unsatisfactory, in the opinion of the department, may be retained and if necessary used, until it is replaced with satisfactory material.
7. Except for causes not in the control of the Vendor, no request for postponement of the delivery, or completion, shall be considered; any initiative in such respect being reserved for the City of Oneida.
8. When specified a certified check must accompany the bid made payable to the City of Oneida Chamberlain. Failure to submit a certified check when specified will result in automatic disqualification of bid.
9. The City is not subject to tax; City will sign exemption certificate when required.
10. All deliveries and installations must be completed by date specified; if a date is specified in the specifications.
11. The City reserves the right to make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the Bidder shall furnish to the City such information and data for this purpose as may be requested, including, but not limited to, the name and address of the manufacturer of the articles quoted on. The City reserves the right to reject any bid if the evidence submitted by/or the investigation of such Bidder is properly not qualified to carry out the obligations of the bid or to complete deliveries contemplated therein.

12. The City reserves the right to consider informal a bid not prepared and submitted in accordance with the provisions of these specifications or to waive informalities in any bid received. The City also reserves the right to reject any and all bids as the best interest of the City may require.
13. A successful bidder upon his failure or refusal to execute a Performance Bond, if required, within five days after he has been notified or the acceptance of his bid, shall forfeit to the City as liquidated damages for such failure or refusal, any security deposited with his bid.
14. No Bidder may withdraw his bid within forty-five days after the bids are opened, but may withdraw it at any time prior to the scheduled closing time for the reception of bids.
15. Alternate proposed items shall fulfill the requirements of the basic specifications in function, type, materials, construction, color and finish. If bid differs from the specifications, brochures or cuts should be submitted with the bid.
16. In submitting this bid, the Bidder declares that he is, or they are, the only person or persons interested in said bid, that it is made without any connection with any person or persons making another bid for the same materials; that the bid is in all respects fair and without collusion, fraud or mental reservation; and that no official of the City or any person in the employ of the City is directly or indirectly interested in said bid or in any portion of the profits thereof.
17. The Vendor or Bidder to whom a contract shall be let, granted or awarded is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the same, or his right, title or interest therein, or his power to execute such contract to any other person or corporation, except as provided in section 109, General Municipal Law.
18. No bid for materials, supplies equipment or services may be accepted from or a contract awarded to any person who is in arrears in taxes upon debt or contract to or with the City or who has defaulted as surety or otherwise upon a contract or obligation to the City, or who may be otherwise disqualified under any act of the legislature not inconsistent with the Charter of Code.

Proposal
CITY OF ONEIDA, NEW YORK

To the Common Council:

The undersigned declares that _____ are/is the only person (s) interested in this bid, that it is made without any connection with any person making another bid for the same contract, that the bid is in all respects fair, and without collusion or fraud, and that no member of the Common Council or other Officer of the City of Oneida or any person in the employ of said City, is directly or indirectly interested in this bid or in the supplies or works to which it relates or in any portion of the profits thereof.

_____ agrees to supply Chemical Lab Testing Services according to the Sample Group Sheets and according to specifications contained herein for the following amount:

SAMPLE GROUP 1

CITY OF ONEIDA LAB TESTING 2026 Page 1 of 3

THM'S

Bromodichloromethane Chloroform
Bromoform Chlorodibromomethane

(4) Quarters @ 10 Samples per Quarter - Total 40 samples at price per sample \$ _____**Trip blank analysis @ 1 per quarter at price per sample \$ _____****SAMPLE GROUP 2****HAA5**

monochloroacetic acid trichloroacetic acid dibromoacetic acid
dichloroacetic acid monobromoacetic acid

(4) Quarters @ 10 Samples per Quarter - Total 40 samples at price per sample \$ _____**SAMPLE GROUP 3****Inorganic Chemicals Table 8B.**

Antimony
Arsenic
Barium
Beryllium
Cadmium
Chromium
Cyanide
Mercury
Nickel
Selenium
Thallium
Fluoride

Inorganic Chemicals Table 8C.

Nitrate
Nitrite

Inorganic Chemicals Table 8D.

Chloride
Iron
Manganese
Silver
Sodium
Sulfate
Zinc
Color
Odor

Oneida Misc.

Copper pH Magnesium
Lead Calcium Carbonate
Total Dissolved Solids Turbidity
Total Alkalinity Corrosivity (Langlier Index)

One sample for the above chemicals \$ _____**SAMPLE GROUP 4****ORGANIC CHEMICALS**

Alachlor	Methoxychlor	Dinoseb
Aldicarb	Polychlorinated biphenyls	Hexachlorobenzene
Aldicarb Sulfone	Pentachlorophenol	Hexachlorocyclopentadiene
Aldicarb Sulfoxide	Toxaphene	3-Hydroxy Carbofuran
Atrazine	2,4,5-tp(Silvex)	Methomyl
Carbofuran	Aldrin	Metolachlor
Chlordane	Benzo(a)pyrene	Metribuzin
Dibromochloropropane	Butachlor	Oxamyl ydate
2,4-D	Carbaryl	Pichloram
Endrin	Dalapon	Propachlor
Ethylene Dibromide	Di (2-ethylhexyl) adipate	Simazine
Heptachlor	Di (2-ethylhexyl) phthalate	
Heptachlor epoxide	Dicamba	
Lindane	Dieldrin	

One sample for the above chemicals \$ _____**SAMPLE GROUP 5**

1,4-Dioxane

One sample for the above chemical \$ _____

SAMPLE GROUP 6**Organic Chemicals - POCs**

Benzene	cis-1,3-Dichloropropene
Bromobenzene	trans-1,3-Dichloropropene
Bromochloromethane	Ethylbenzene
Bromomethane	Hexachlorobutadiene
n-Butylbenzene	Isopropylbenzene
sec-Butylbenzene	p-Isopropyltoluene
tert-Butylbenzene	Methylene chloride
Carbon tetrachloride	n-Propylbenzene
Chlorobenzene	Styrene
Chloroethane	1,1,1,2-Tetrachloroethane
Chloromethane	1,1,2,2-Tetrachloroethane
2-Chlorotoluene	Tetrachloroethene
4-Chlorotoluene	Toluene
Dibromomethane	1,2,3-Trichlorobenzene
1,2-Dichlorobenzene	1,2,4-Trichlorobenzene
1,3-Dichlorobenzene	1,1,1-Trichloroethane
1,4-Dichlorobenzene	1,1,2-Trichloroethane
Dichlorodifluoromethane	Trichloroethene
1,1-Dichloroethane	Trichlorofluoromethane
1,2-Dichloroethane	1,2,3-Trichloropropane
1,1-Dichloroethene	1,2,4-Trimethylbenzene
cis-1,2-Dichloroethene	1,3,5-Trimethylbenzene
trans-1,2-Dichloroethene	m-Xylene
1,2-Dichloropropane	o-Xylene
1,3-Dichloropropane	p-Xylene
2,2-Dichloropropane	
1,1-Dichloropropene	Vinyl chloride

One sample for the above chemicals \$ _____

SAMPLE GROUP 7

Part 5-1.52 Table 12 - Radiological

One sample for the above chemical \$ _____

SAMPLE GROUP 8

Lead & Copper - 1 Liter Homer Owner

Estimate 10 samples in year- price per sample \$ _____

SAMPLE GROUP 9

	#/ Month	Price per Sample
Metals - Zinc	6	\$ _____
Total suspended solids (first and second week of the month)- Lagoon from WTP	2	\$ _____
Settleable solids (first and second week of the month) - Lagoon from WTP	2	\$ _____
Total aluminum - lagoon from WTP	1	\$ _____
Zinc - Lagoon from WTP	1	\$ _____
Total Phosphate- lagoon from WTP	1	\$ _____
TOC - Raw Inlet, and clearwell outlet from WTP	2	\$ _____
Alkalinity	2	\$ _____

The following proposal for lab testing shall be valid from opening of bid results to end of calendar year 2026 for the City of Oneida.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Return proposal to:

CITY OF ONEIDA WATER DEPARTMENT

109 N. Main Street

ONEIDA NY 13421

or FAX TO: (315) 363-9558

or email: Acompany@oneidacityny.gov

Lab turn around time _____ days.

Signature

Title

____/____/____

Attach any special requirements to proposal.

Deadline 1/14/2026

NON-COLLUSIVE BIDDING CERTIFICATION
(See General Municipal Law Section 109-D)

The following section is an excerpt from General Municipal Law.

a) By submission of this bid, each Bidder, and each person signing on behalf of the Bidder, certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty or perjury that to the best of their knowledge and belief:

1. The prices in this bid, have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in the bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and

3. No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

b) A bid shall not be considered for award nor shall any award be made where (a) (1), (2) and (3) above have not been complied with; provided however, that if in any case the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with the bid shall not be considered for award nor shall an award be made unless the Purchasing unit of the political subdivision, public department, agency or official determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

1) Any bid hereafter made to any political subdivision of the state or any public department, agency of official thereof by a corporate Bidder for work or service performed, to be performed or goods sold or to be sold, where the competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the Board of Directors of the Bidder, and such authorization shall be deemed to include the signing of the certification as non-collusion as the act and deed of the corporation.

This is to certify that we have not been disqualified to contract with any municipality and we are in a position to accept any contract subject to the provisions of Section 103-d of General Municipal Law.

The foregoing statement is affirmed as true under penalty of perjury.

(S) _____
Legal Name of Person, Firm, or Corporation

Title _____

Date _____

(Corporate seal, if any)

If no seal write

"No Seal" across this place and sign.

(This form must be completed prior to the submission of the Bid)

General Specification

Lab testing for samples shall be conducted in accordance with the NYSDOH Environmental Laboratory Approval Program, EPA-approved methods under 40 CFR Part 141, AWWA Standard B1010- Water Sampling and Analysis Practices.

The laboratory shall work directly with the Water Department to establish and maintain acceptable methods for transporting all samples. The following options shall be available and supported by the laboratory throughout the contract term:

1. In-Person Delivery:

Samples may be delivered directly to the laboratory by Water Department personnel during normal business hours.

2. Courier or Carrier Service:

Samples may be transported using a courier service arranged between the Water Department and the laboratory. The laboratory shall provide all necessary shipping materials, including bottles, preservatives, coolers, and return labels, at no additional cost unless otherwise stated in the proposal.

3. Mailing / Shipping Services:

Samples may be shipped through postal or commercial carriers (e.g., UPS, FedEx, USPS), provided that all holding times, temperature requirements, and chain-of-custody procedures are maintained in accordance with EPA-approved methods and NYSDOH ELAP requirements.

The laboratory is responsible for ensuring that all sample transport options preserve sample integrity, maintain required temperatures, and adhere to holding times and documentation requirements. Any transport method selected must be mutually agreed upon by both the Water Department and the laboratory.

Courier services at the Water Treatment Plant are located at City of Oneida Water Treatment Plant, 10176 Glenmore Road, Taberg, New York when called for during 2026.

The successful bidder shall, in good faith, provide sample testing containers in the quantities requested and deliver them in a timely manner as coordinated between the City of Oneida Water Department and the laboratory.

The laboratory shall be within a 50-mile radius of the City of Oneida limits for ensured services provided in a timely matter.

The laboratory shall provide an online portal service that displays on-demand lab testing results for access to selected water department personnel.

The quantities mentioned in the advertisement and in the bid are approximate. The City of Oneida retains the privilege to increase or decrease the amount without any adjustments to the bid price.

Federal and State taxes are not to be included in the bid price, as the City is exempt from all such taxes.

Method of Award: Lab Testing will be ordered from the lowest responsible bidder based upon the Grand Total of Bid.

CONTRACT SIGNATURE PAGE
[Completed after contract award]

This entire document including all attachments constitutes the contract.

IN WITNESS WHEREOF, the parties to this Contract have hereunto set their hands and seals and have executed this Contract.

[Company]

BY:

[Signature]

[Printed Name]

[Title]

CITY OF ONEIDA, NEW YORK

BY:

[Signature]

CITY MANAGER

STATE OF _____ :
COUNTY OF _____ : ss.:

On this _____ day of _____, 202____, before me personally came and appeared _____ to me known and known to me to be one of the members of the firm of _____ described in and who executed the foregoing instrument, and he acknowledges to me that he\she executed the same as and for the act and deed of said firm.

Notary Public

STATE OF NEW YORK :
COUNTY OF MADISON : ss.:

On this _____ day of _____, 202____, before me personally came City Manager of the City of Oneida, to me personally known and known to me to be the same person who executed the foregoing Contract as such official, and that said City Manager duly acknowledged to me that he executed the same

CSP

pursuant to the power and authority vested in him by THE CITY OF ONEIDA COMMON COUNCIL and that said signature is so affixed pursuant to authority vested in him.

Notary Public

CSP