

# **Proposal of Certified Services for Huttonsville Correction Center & Jail**

## **Wastewater Plant Operations and Maintenance**

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**Submitted By:**  
**Quality Water Services, LLC**  
**160 John Street**  
**Weston, WV 26452**  
**304-269-0072**  
**[www.qualitywaterserviceswv.com](http://www.qualitywaterserviceswv.com)**

## 1. Introduction and Company Summary

Quality Water Services (Vendor) is pleased to submit this proposal to Huttonsville Correctional Center and Jail (Agency) in response to ARFQ 0608 DCR2500000097. This proposal outlines our comprehensive approach to delivering operations and maintenance services for the described Class I wastewater treatment facility

As a West Virginia-based small business, Quality Water Services is dedicated to enhancing West Virginia communities by providing comprehensive water and wastewater services. The company emphasizes ethical and safe business practices to ensure public health through clean water, while maintaining a strong commitment to environmental protection. Our Key Personnel have over 35 years of collective experience in maintaining compliance with state and federal regulations while ensuring the highest standards of public health and safety. Our team has built a strong reputation for professionalism, reliability, and adherence to regulatory requirements, particularly through our collaboration with the West Virginia Department of Health and West Virginia Department of Environmental Protection (DEP).

## 2. Past Performance and Relevant Experience

Vendor has successfully completed projects similar in scope to the maintenance and operation of the Agency Class I wastewater system. The following is a sample of two of several relevant projects completed within the past three years:

### 2.1. **Project Name:** Class II Water and Class S Wastewater Operations – Denmar Correctional Center

**Location:** Hillsboro, WV

**Description:** Provide system oversight, including multiple weekly site visits, all treatment operations and routine system maintenance, monthly and quarterly sampling, and regulatory compliance for both drinking water and wastewater systems.

**Years of Performance:** 2022-current

**Project Owner Contact:** Name: Sylvia Haney, Assistant Superintendent  
Phone: 304-653-4201  
Email: sylvia.j.haney@wv.gov

### 2.2. **Project Name:** Class I Wastewater Operations – Stonewall Resort and West Virginia State Park

**Location:** Roanoke, WV

**Description:** Provide system oversight, including multiple weekly site visits, wastewater treatment plant operations and maintenance, UV unit cleaning and maintenance, and all sampling for regulatory compliance. Manage repairs in coordination with client.

**Years of Performance:** 2023-current

**Project Owner Contact:** Name: John Lappie, Director of Property Operations  
Phone: 304-871-0442  
Email: jlappie@stonewallresort.com

If additional references or project examples are required, we are happy to provide them upon request.

### 3. Key Personnel

Quality Water Services will assign the following Key Personnel to this project. All personnel meet or exceed the required certification to operate a Class I wastewater system in West Virginia, as specified in the ARFQ. Copies of current licensing for all Key Personnel are included at the end of this proposal, Appendix A.

#### 3.1. Alan Westfall – Chief Operating Officer (COO):

Qualifications: 25 years of experience in potable water and wastewater system oversight. Expert in all aspects of DEP regulatory compliance as well as lagoon, package plant and tank-based treatment facilities.

Relevant Experience: Responsible for all water and wastewater operators across West Virginia. Oversight of multiple Class S and Class C wastewater systems, ensuring consistent and compliant operations.

Certification: Certified State of West Virginia Class IV water operator, Class S and Class C wastewater operator, Class I wastewater operator in training.

#### 3.2. Craig Huff – Wastewater Operator

Qualifications: Working knowledge and extensive experience with UV disinfectant units' system maintenance and wastewater plant operations. Responsible for onboarding new wastewater treatment facilities, establishing standard operations and maintenance practices and training other operators.

Relevant Experience: Coordinate weekly operations and maintenance, establish preventive maintenance schedules, sample collection, and communication for federal and state government owned wastewater facilities.

Certifications: Certified State of West Virginia WDS water operator, Class I wastewater operator.

#### 3.3. Scott Lantz – Wastewater Operator

Qualifications: Routine operation and maintenance of multiple Class I wastewater facilities within West Virginia, sample collection and compliance paperwork.

Relevant Experience: Coordinated weekly system maintenance, sample collection, and communication for federal and state government owned wastewater facilities.

Certifications: Certified State of West Virginia Class II water operator, Class I wastewater operator.

No subcontractors are proposed for this project. All services will be performed by Vendor full-time employees who are compensated above the average current market and prevailing wage for certified operator services with a full benefits package.

#### **4. Vendor Operating Plan**

Vendor will furnish all labor, materials, tools, chemicals, equipment necessary to perform the following duties at the Agency wastewater facility in accordance with ARFQ requirements. This plan integrates operational best practices, regulatory compliance, and proactive system management.

Operating plan and Vendor responsibilities pertain to Agency owned 200,000 gallon per day sewage collection and treatment system. Agency and Vendor agree on the following functions, responsibilities, and performance of services throughout the term of the agreement

- 4.1. Vendor will be responsible for all Class I Wastewater Operations for Agency treatment facility to include routine and preventive cleaning, operation and maintenance of wastewater treatment plant in its entirety.
- 4.2. Vendor will complete preventive maintenance for wastewater treatment facility to include, but not limited to cleaning of all debris to optimize plant operations, equipment calibration, grease/lube mechanical assemblies, replace air filters, replace UV bulbs, etc.
- 4.3. Vendor will communicate with DEP, and Department of Health and Human Resources, or any other regulatory agencies on behalf of and pertaining only to the operation of Agency wastewater treatment facility to include submitting all required monthly reports to regulatory agencies and permit(s) renewal as needed.
- 4.4. Vendor will be responsible for the collection of water quality samples and all associated laboratory costs in accordance with active DEP permit(s) and regulatory documents.
- 4.5. Vendor will provide all personal protective equipment, consumable supplies, field testing equipment, reagents, standards, and in-house laboratory supplies necessary for the routine operation of Agency wastewater treatment facility.
- 4.6. Vendor will complete thorough inspections in accordance with manufacturers' recommendations and specifications, as well as industry best practices.
- 4.7. Vendor will coordinate with Agency for removal and/or hauling of wastewater sludge utilizing Agency equipment and personnel, as necessary, for DEP permitted land application.
- 4.8. Vendor will provide Agency with all data deliverables including monthly inspection reports, Discharge Monitoring Reports, lab analytics, and any other pertinent operational records.
- 4.9. Vendor will maintain all required logs, checklists, sample results, compliance files, records, and permits in accordance with applicable DEP regulations. Records will be available and provided to any Agency representative or regulatory body upon request.

#### **5. Vendor Communication Plan**

Vendor will remain in continual ongoing communication with Agency representative(s) on the wastewater treatment plant performance, results of routine inspections, and water quality process control sampling.

- 5.1. Vendor will complete plant inspections to reveal any parts or equipment in need of repair or replacement. Initial inspection will occur within 5 days of contract award and monthly thereafter.
- 5.2. Vendor will provide Agency with assistance to quote and source parts with information on the previous model and serial numbers, as needed.

- 5.3. Vendor will notify Agency at least 48 hours in advance for approval before the wastewater facility is turned off for maintenance.
- 5.4. All maintenance will be scheduled in advance, and Vendor will have written approval from Agency prior to removing any equipment from service.
- 5.5. Vendor will ensure correspondence with Agency representative(s) are documented via electronic mail, keeping Agency Director of Engineering, Construction and Maintenance on copy.

## **6. Agency Functions**

- 6.1. Agency will retain ownership of and be responsible for all costs associated with wastewater collection and treatment infrastructure and the development or maintenance thereof, including but not limited to electrical troubleshooting and repairs, pump and lift station maintenance and repairs, building maintenance and repairs, all collection and transmission lines, tanks, and other equipment upgrades or repairs beyond routine or preventive maintenance defined herein as Vendor responsibility.
- 6.2. Agency will communicate to Vendor, as soon as reasonably possible, any routine or emergency situations that arise which will affect the wastewater systems, to include wastewater spills or any corrective actions reported to regulatory agencies which may impact Vendor operations under the terms of this agreement.
- 6.3. Agency will notify Vendor with as much advance notice as possible for regulatory visits, and Vendor will do the same.
- 6.4. Agency will coordinate with Vendor for removal and/or hauling of wastewater sludge utilizing Agency equipment and personnel, as necessary, for DEP permitted land application.
- 6.5. Agency will be responsible for selection of certified waste hauling vendor and all costs associated with disposal of wastewater sludge to include the removal/pumping of the oil and water separator.
- 6.6. Agency will be responsible for structural and premises repairs and maintenance including but not limited to building and roof repairs to the wastewater facility, lawn care, snow removal from access road and parking area, pest control, etc.
- 6.7. Agency will maintain a dumpster year-round for Vendor use during routine operations at wastewater facility and be responsible for the cost associated with disposal.
- 6.8. Agency will provide the following maintenance items to assist Vendor in the successful execution of this agreement: grease/oil for mechanical equipment, gasoline for pressure washer and trash pump, cleaning supplies, garbage bags, salt for sidewalks, and various other sundry consumable items such as paper towels, hand soap, etc.

## **7. Emergency Services**

- 7.1. Vendor will provide 24-hour, 365-day emergency response to ensure uninterrupted wastewater service to Agency.
- 7.2. Vendor will provide a responding representative on site within four (4) hours of initial notification for any emergency.
- 7.3. Vendor will follow the industry required DEP spill report process for all wastewater spills and provide Agency with all associated documentation for completion of corrective action.

## **8. Pricing and Invoicing**

- 8.1. Exhibit B provides Pricing Page for wastewater treatment plant operations and management services.
- 8.2. Vendor pricing includes all time and materials for routine operation, maintenance, sampling and reporting under the specified terms of this agreement.
- 8.3. Vendor will invoice Agency monthly, in arrears for all services performed and will accept payment in the form of check, electronic funds transfer, or purchase card consistent with the payment procedures of the State of West Virginia.
- 8.4. All Vendor invoices are payable within 30 days. Any outstanding balance after 30 days will be subject to 5.5% late fee accumulating monthly.
- 8.5. For any outstanding balance aged over 60 days, Vendor reserves the right to submit a written 30-day notice for termination of contracted services described in this agreement.

## **9. Contract Scope and Term**

- 9.1. This contract becomes effective by specified date on Attachment 1, Pricing Page, for a term of twelve months, with four option years at same firm fixed pricing level.
- 9.2. This contract may be renewed under same terms and pricing defined herein only when mutually agreement through signed consent of both Agency and Vendor. Any renewal to this agreement must be dated 30-days prior to the expiration date of the initial contract, or appropriate renewal term.
- 9.3. Either Agency or Vendor may request an amendment to contract before the end of each renewal term. Both Agency and Vendor must agree in writing to any amendments or additions in the form of a contract addendum.

## **10. Miscellaneous Terms and Conditions**

- 10.1. Vendor is not responsible for interruptions in wastewater treatment services which are caused by line or equipment failures, Agency personnel or inmate negligence, acts of God, or conditions in existence (or arising from conditions in existence) on or before the contract effective date.
- 10.2. By accepting the terms herein and entering into this contract with Vendor:
- 10.3. Agency forever waives, releases and discharges Vendor and its owners, officers, employees, contractors, subcontractors, consultants, agents, successors and assigns (Vendor Parties) from any and all Claims, arising from or relating to (a) the past, present or future condition of Agency's wastewater treatment facilities to the extent such condition arose as a result of acts or omissions occurring prior to the contract effective date, (b) Agency's wastewater operations, collection and disposal practices prior to the contract effective date, (c) the acts or omissions of Agency or any predecessor operator to Vendor, or (d) if applicable, any event of non-compliance under any applicable law or regulation before, on or after the contract effective date until such time as Agency and Vendor have restored compliance to all of Agency's wastewater operations (the Released Claims).
- 10.4. Agency agrees to indemnify, defend and hold harmless Vendor Parties from and against any and all Claims sustained by any Vendor Party, Agency or any third party arising from or relating to the Released Claims or any breach of this contract by Agency, except to the extent of Vendor's sole or gross negligence, willful misconduct or non-compliance with applicable law or regulation.

- 10.5. For purposes of this Section, "Claims" means any and all claims, demands, actions, causes of action, responsibilities, damages, fines, penalties, deficiencies, defaults, assessments, losses, expenses, costs, liabilities and obligations, including interest, court costs, reasonable attorneys' fees and expenses, whether in tort or equity, or otherwise.
- 10.6. Vendor will not perform any work which requires additional licensing, insurance, or specialized training beyond scope pursuant to all work performed under this agreement (e.g. electrical, confined space entry, plumbing, general contracting, etc.)
- 10.7. Vendor will be responsible for maintaining Unemployment, Worker's Compensation, General and Professional Liability, and Commercial Vehicle Insurance pursuant to all work performed under this agreement. Vendor will be responsible for ensuring any sub-contracted work maintain the same, as required.
- 10.8. Vendor will comply with all federal, state, and local employment laws as a business in good standing with the State of West Virginia. Vendor will be responsible for ensuring any sub-contracted work maintain the same, as required.
- 10.9. Vendor will be responsible for any damages occurring to the building or property resulting from the performance of this work and all associated repairs shall be completed at Vendor cost and subject to approval of Agency upon completion.
- 10.10. Vendor will provide advisory support to Agency for future system improvements or decision making, as requested.
- 10.11. Vendor will be responsible for following all Agency security protocols and procedures to include controlling access codes and/or keys used to gain entrance to Agency facilities.
- 10.12. Vendor accepts all other Agency terms and conditions as specified and detailed in ARFQ 0608 DCR2500000097 and all incorporated amendment(s).

## **11. Relevant Documents**

Relevant documents governing performance under the proposed scope of work includes but are not limited to the following Federal and State of West Virginia Legislative rules:

- 11.1. 40 CFR 141.33, Reporting and Recordkeeping
- 11.2. Title 64-Series 05, Wastewater Systems and Operators
- 11.3. Title 64-Series 09, Sewage System Regulations
- 11.4. Title 110-Series 15J, Per Se Exemption from Consumers Sales, Service, and Use Tax
- 11.5. All other laws, codes, standards, orders, rules or regulations which have been adopted by the State of West Virginia, or likewise the federal or local government.

## Huttonsville Correctional Center and Jail

## ARFQ 0608 DCR2500000097 - Wastewater Treatment Plant Operation Management Contract Pricing Page

Plant Operation Management and Thorough Inspections	Plant Operation Management and Thorough Insepctions Unit of Measure	Plant Operation Management and Thorough Inspections Number of Times Per Year	Plant Operation Management and Thorough Inspections Unit Price Per Each Time	Plant Operation Management and Thorough Inspections Extended Amount
Plant Operation Management and Thorough Inspections	Monthly	12	\$ 13,188.92	\$ 158,267.04

<b>OVERALL CONTRACT</b>	\$ 158,267.04
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<b>Bidder/Vendor Information:</b>	Quality Water Services, LLC
Name:	Stephanie Westfall
Address:	160 John Street
	Weston, WV 26452
Phone No.:	304-269-0072
Fax No.:	304-269-0076
Email Address:	<a href="mailto:steph@qualitywaterserviceswv.com">steph@qualitywaterserviceswv.com</a>
Authorized Signature	<i>Stephanie Westfall</i>

**NOTES:**

\* Quantities are estimated for bid evaluation purposes only.

\*\* Estimated cost for bid evaluation purposes only.



**STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH**

This is to Certify

**Craig A. Huff**

Has complied with all Rules and Regulations of the State of West Virginia to become certified as a

**WW Wastewater Certification WW-1  
WVOP34722**

**EXPIRATION DATE: July 31, 2026**



Director, Office of Environmental Health Services





Hereby Certifies

SCOTT M. LANTZ  
as a

Class I

Wastewater Operator

CERTIFICATION #: WVOP33043

EXPIRES ON: 11/30/2026

DIRECTOR, OFFICE OF ENVIRONMENTAL HEALTH SERVICES

**STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH**

This is to Certify

**Scott M. Lantz**

Has complied with all Rules and Regulations of the State of West Virginia to become certified as a

**WW Wastewater Certification WW-1  
WVOP33043**

**EXPIRATION DATE: November 30, 2026**



Director, Office of Environmental Health Services



**STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH**

This is to Certify

**Alan R. Westfall**

Has complied with all Rules and Regulations of the State of West Virginia to become certified as a

**WW Wastewater Certification WW-OIT  
WVOP07690**

**EXPIRATION DATE: June 30, 2026**



Director, Office of Environmental Health Services



**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

*Stephanie Westfall*

(Name, Title)

Stephanie Westfall, CEO

(Printed Name and Title)

160 John Street, Weston, WV 26452

(Address)

304-269-0072 / 304-269-0076

(Phone Number) / (Fax Number)

steph@qualitywaterserviceswv.com

(Email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration..

Quality Water Services, LLC

(Company)

*Stephanie Westfall*

(Authorized Signature) (Representative Name, Title)

Stephanie Westfall, CEO

(Printed Name and Title of Authorized Representative) (Date)

04/15/2025

(Date)

304-269-0072 / 304-269-0076

(Phone Number) (Fax Number)

steph@qualitywaterserviceswv.com

(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

*(Check the box next to each addendum received)*

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Quality Water Services, LLC  
\_\_\_\_\_  
Company

*Stephanie Westfall*  
\_\_\_\_\_  
Authorized Signature

04/15/2025  
\_\_\_\_\_  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

ARFQ 0608 DCR2500000097  
REQUEST FOR QUOTATION  
WASTEWATER TREATMENT PLANT OPERATION MANAGEMENT CONTRACT  
HUTTONSVILLE CORRECTIONAL CENTER AND JAIL

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- 3) Any other remedies available in law or equity.
- C. Agency reserves the right to inspect the Wastewater Treatment Plant to ensure that Contractor's performance is in compliance with this Contract. If Agency determines that Contractor has failed to perform in accordance with this Contract, Agency may demand that the Contractor immediately remedy the failure or consider the failure to be a default. Contractor's failure to remedy the deficient performance, if given the opportunity to do so, shall be considered a default.

**1.15 CONTRACT MANAGER:**

- A. During its performance of this Contract, Contractor must designate and maintain a primary contract manager responsible for overseeing Contractor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Contractor should list its contract manager and his or her contact information below. The previous specified information must be submitted prior to award of contract.

**Contract Manager:** Stephanie Westfall

**Telephone Number:** 304-269-0072

**Fax Number:** 304-269-0076

**Email Address:** steph@qualitywaterserviceswv.com

**END OF SPECIFICATIONS**

ARFQ 0608 DCR2500000097  
REQUEST FOR QUOTATION  
WASTEWATER TREATMENT PLANT OPERATION MANAGEMENT CONTRACT  
HUTTONSVILLE CORRECTIONAL CENTER AND JAIL

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EXHIBIT A – SECURITY DOCUMENTS