

**RESOLUTION 65 - 2015**  
**RESOLUTION AWARDING AND CONFIRMING**  
**EMERGENCY CONTRACT AWARD FOR SERVICES TO**  
**THE BOROUGH OF WOODBURY HEIGHTS BY XYLEM**  
**PUMP AND A.C. SHULTES AND SONS, INC.**

WHEREAS, the "Local Public Contracts Law" permits the award of emergency contracts pursuant to *N.J.S.A. 40A:11-6* subject to certain criteria; and

WHEREAS, the Central Avenue Sewer Pump Station experienced mechanical and electrical failures; and

WHEREAS, the Principal Public Works Manager, as the respective department head of the Borough of Woodbury Heights, has certified an emergency existed and remedial action was/is required by law; and

WHEREAS, the emergency services are as set forth on Schedule A and were utilized for rental of a by-pass pump and other services;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Woodbury Heights, with the Mayor concurring, to approve and confirm the contract award for emergency services performed and to be further provided by Xylem Pump, Co. and A.C. Shultes and Son, Inc., *N.J.S.A. 40A:11-6* as attached as Schedule A.

**BOROUGH OF WOODBURY HEIGHTS**

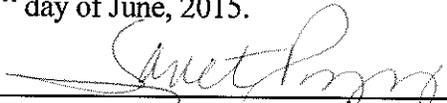
BY: \_\_\_\_\_

**ROBBIE J. CONLEY, MAYOR**

ATTEST:

  
\_\_\_\_\_  
**JANET PIZZI, BOROUGH CLERK**

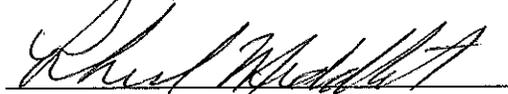
The foregoing Resolution was duly adopted by the Borough Council of the Borough of Woodbury Heights at the Regular meeting held on the 17<sup>TH</sup> day of June, 2015.

  
\_\_\_\_\_  
**JANET PIZZI, BOROUGH CLERK**

Certification of Request for Emergency Purchases

The Department head certifies as follows:

1. An emergency condition exists in the Borough of Woodbury Heights
2. This condition constitutes an emergency affecting the public health, safety and/or welfare of the public.
3. Description of the condition and how it affects the public health, safety and or welfare:  
Failure of the Central Avenue pump station required the need for a by-pass pump to handle sanitary sewer flows. Subsequent efforts at repairing the system caused the dry well to be flooded and the station to require substantial rehabilitation. The pump station had already been scheduled to be replaced via ordinance 6-2015, which was adopted on June 1, 2015. The by-pass route was determined to be the only route to maintain until bid specification could be completed in order to protect the health, safety and welfare of the neighborhood surrounding the station.
4. This emergency occurred on: May 19, 2015
5. It is necessary to invoke NJSA 40A:11-6 in order to obtain the immediate delivery of the materials, supplies or the performance of the service(s) described in the attached purchase order. The estimated cost of furnishing the materials, supplies or services is \$46,000
6. It is requested that a purchase order be issued without public advertisement for bids, pursuant to the above cited statute.
7. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

  
\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Mayor or Council Signature

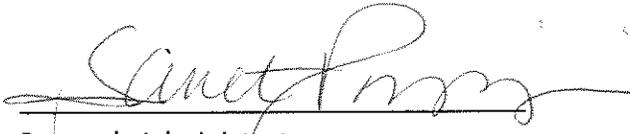
**For Purchasing Authority Use Only:**

8. If approval is granted, record the purchase order(s) issued pursuant to the emergency

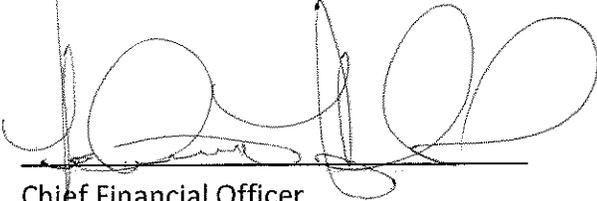
15000454

9. The maximum amount that may be expended under this emergency is

\$46,000.00



Borough Administrator



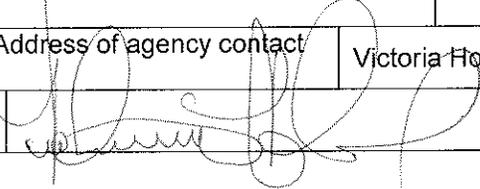
Chief Financial Officer

## N.J. Division of Local Government Services

### EMERGENCY PROCUREMENT REPORT

This report is to be filed by the contracting agent of the public agency with the Director of the Division of Local Government Services within 30 days of the date the emergency contract was issued. Please provide the necessary information to satisfactorily complete the report. Refer to the Instructions accompanying this form and the statutory and regulatory citations on the reverse of this form.

This form is designed to be completed using Microsoft Word; if not completed that way, please print it out.

1. Name of Public Agency:	Borough of Woodbury Heights	County:	Gloucester
2. Date Emergency occurred:	5/16/15	Time emergency occurred:	7:30 AM
3. Date emergency declared:	06/01/15	Time emergency declared:	6:30 PM
4. Agency/department responsible for determining there was an emergency:	Water / Sewer Department		
5. Name and title of the official in charge of that agency:	Richard Middleton, Principal Public Works Manager		
6. Describe the condition or circumstance pertaining to the emergency (attach additional sheets if necessary): Please see attached. Failure of sewer system pump motor led to contractor error requiring rental of a by-pass pump. Contractor has been unsuccessful in restoring station that was scheduled to be complete rehabilitated through Bond Ordinance adopted 06/01/15. Attempts to restore station were ceased on 6/2/15. By-Pass pump rental of \$6,520 per month will be necessary until such time that bid is completed and contractor is on site for rehabilitation of station.			
7. Name and title of the individual who determined the matter was an emergency and authorized award of contract(s):	Richard Middleton, PPWM		
8. The total (or estimated) cost of providing the goods or performing services was:	\$46,000		
9. List the names the contractors/suppliers receiving 25% or more of the contracts awarded under the emergency:			
Xylem Pump			
AC Schultes			
10. When was the notification reduced to writing and filed with the purchasing agent?			Immediately; updated daily
11. Has the public agency adopted a "chain of command" procedure pursuant to N.J.A.C.5:34-6.1?			yes
This report was completed by (name and title):		Victoria Holmstrom, CFO/QPA	
Name and Address of agency contact person:		Victoria Holmstrom, 500 Elm Avenue, Woodbury Heights, NJ 08097	
Signature:			Date: 06/02/15

Submit by mail or fax to:

Director, Division of Local Government Services  
P.O. Box 803  
Trenton, New Jersey 08625-0803  
Fax: 609-633-6243



# Borough of Woodbury Heights

## Public Works Department

500 Elm Avenue

Telephone: (856) 848-2832 ext. 35

Fax: (856) 848-1763

PPWM@bwhnj.com

Richard A. Middleton

Public Works Manager

### Central Avenue Sewer Lift Station Pump Motor Failure

**Tuesday May 19<sup>th</sup>, 2015:** On Tuesday May 19<sup>th</sup>, 2015 while performing normal water & sewer facility maintenance Borough employees found pump #2 of the Central Ave. pump station had experienced a mechanical or electrical problem which caused an electrical overload causing the circuit breaker for that pump to short out. Borough employees reset the breaker, turned the motor on which caused the 15 horsepower motor to immediately short out and begin to burn and spark. The breaker was shut-off and employees exited the facility. ABS Electric was contacted at approximately 07:30 hrs. and responded at about 10:00 hrs. The electricians inspected the equipment and found the only problem was believed to be the shorted and burned motor which would need to be rebuilt. A.C. Schultes was contacted at about 11:00 hrs. and indicated they could have a crew available the same day to remove the motor, which would take about 1-1 1/2hrs they would then transport the motor to their pump shop in West Deptford, rebuild the motor and could potentially have the it back in service before the end of the week. Borough employees had begun the process of installing the emergency pump, already on sight, in the event the remaining pump at the facility was not operable. Mechanical issues with parts of the emergency pump arose but pump #1 at the facility was determined to be operable and was put in service. A.C. Schultes employees arrived at about 13:00 hrs. and began the process of removing the motor under supervision of Borough employee Dave Kuser. During the process a problem arose with the shut-off valve on the influent side of the pump/motor assembly. Sculties employees believed they had closed the valve and began removing the motor/pump assembly from the volute when wastewater flow was evident. The employee attempted to tighten the valve using a pipe wrench on the valve hand wheel for additional leverage. At some point during this process a noise was heard which was perceived to be components within the valve had broken allowing uncontrollable flow to enter the facility. I was notified at about 14:30 hrs. of the situation and proceeded to the location to find the facility flooded. I notified other employees to respond to begin setup and by-pass of the facility using the Borough emergency pump. It was determined at about 16:30 hrs. that the pump was unable to handle the flow and Xylem Pump(formerly Godwin Pump)was contacted to furnish and setup an emergency pump conducive to operating in residential neighborhoods with shrouding to reduce noise. By 19:00 hrs. the pump was in operation and plans were made for Schultes to return the next day to replace the broken valve and remove the motor.

**Wednesday May 20<sup>th</sup>, 2015:** Efforts to reduce the level of wastewater in the facility began at about 07:30 hrs. by pumping out the facility with various pumps and discharging into the "wet-well" which was now combined with the "dry-well" because of the "broken" valve. Efforts to reduce the level in the facility were deemed unacceptable to remove the valve and it was determined that a Vac unit would be brought in to assist the next day. Operations were stopped at about 17:00hrs. The motor was able to be removed and was taken by Schultes employees for rebuilding.

**Thursday May 21<sup>st</sup>, 2015:** Operations began at about 07:30hrs. with pumping with the knowledge as previously discussed that optimum time of day because of lowest flow was between the hours of 10:00-14:00hrs. Schultes was unable to make arrangements with commercial companies so arranged for the City of Woodbury to furnish a Vac unit to assist by vacuuming while pumping to reduce water levels. The procedure began about 12:00hrs. and by 13:50hrs. the truck was full and had to be dumped. The process of pumping again resumed and at about 19:00hrs. the valve was removed and the new valve was installed. When the old valve was removed it was determined that the valve was not broken but had not been fully closed. Richard Middleton was informed that Schultes would return the next day to dry out the components and attempt to electrically restart the facility a process for which he has expressed concerns for because all of the electrical and mechanical components have been submerged in wastewater.

**Friday May 22<sup>nd</sup>, 2015:** Schultes contacted Richard Middleton at about 12:30hrs. indicating a desire to start up the facility. They were notified that Borough employees would be leaving for the weekend and would not be available until Tuesday morning.

**Tuesday May 26<sup>th</sup>, 2015:** Richard Middleton contacted A.C. Schulties at about 08:00hrs. and spoke to Pete Schultes about the intent to restart the facility. Mr. Schultes indicated that he was unsure at what point he would have someone available to begin the process of drying out electrical components but would contact him when someone would be able to. During the conversation Mr. Schultes inquired as to what Mr. Middleton's impression was about the condition of the valve and events and actions of those involved. It is Mr. Middleton's opinion that the valve had been attempted to be closed with little or no attempt to exercise the valve or count turns which is a common practice performed by operators using industry specifications to evaluate the position or status of the valve. A six inch valve for example requires 19-21 turns to close the valve. If an operator is attempting to close a valve and turns the valve less than 19-21 turns he knows that he has not fully closed the valve. In this case it's believed debris was flushed by flow made possible by the loosening and partial removal of the pump/motor assembly. The additional attempt to tighten the valve suddenly and unexpectedly removing the remaining debris caused a sudden turning of the valve which was interpreted as the valve having broken. Inspection after removal revealed the valve to be approximately 2/3-3/4 closed. If an attempt had been made to continue turning the valve it's likely it would have eventually been able closed and the situation dramatically different.

The facility is currently being operated with an emergency diesel pump which holds about 75 gallons of fuel and its present operation uses approximately 30 gallons a day. Monday thru Friday commercial off-road fuel deliveries are being provided by Anyzek Fuel with Borough employees refueling the pump on the weekends with three five gallon cans. All of these operations require fuel charges, delivery charges and employee salaries to sustain the pump operations.

**Wednesday May 27<sup>th</sup> & Thursday May 28<sup>th</sup>, 2015:** Schultes employees tried unsuccessfully to energize controls in an effort start the remaining pump and station because of moisture in the electrical controls.

**Friday May 29<sup>th</sup>, 2015:** Pete Schultes contacted Richard Middleton and indicated that someone from ABS Electric would be coming to the Central Ave facility to inspect the components and attempt to start the pump. At about 13:00hrs. Richard Middleton was contacted and told that ABS employees had gotten the motor to rotate and that it would be possible to put the station on-line. Richard Middleton responded that he was not comfortable attempting to start the station at that time. It was determined that Monday morning would be the first acceptable time to attempt to operate the facility given hours of operation of Borough employees. At about 14:00hrs. Richard Middleton was contacted by Pete Schultes and was asked if Kevin could come to the Public Works garage and measure the valve to prepare for the fabrication of parts to replace the original parts. During the conversation Richard Middleton displayed the ability of the old valve to operate to Kevin and ability to get 19-21 turns as per industry specs as opposed to the 12 turns that Dan of A.C. Schultes had indicated he had turned the valve during the incident. Pete Schultes indicated to Richard Middleton that Dan had told him he had gotten 16 turns on the valve and the valve was frozen and wouldn't turn in the presence and knowledge of Borough employees. Borough employee Dave Kuser was with him and pointed out that the valve was not fully closed based on the number of turns and Dan told him he "knew what he was doing". As a result of all of this Kevin indicated to Richard Middleton in the presence of Borough employees that he didn't like my attitude, a point he apparently later made to Pete. The display of operation was intended to offer as an alternative additional fabrication work but did require the valve which had been installed would be required to be removed.

**Monday June 1<sup>st</sup>, 2015:** Pete Schultes indicated that because Richard Middleton had declined to start the operation of the facility on Friday there was a possibility that the station might not start as designed because moisture may have collected on and/or in electrical components again. Mr. Schultes was asked if he was under the impression that all components except the original pump/motor assembly had been restored and that it was capable of being turned on. Mr. Schultes indicated that he was of the impression that it was. Borough employees began the process of disconnecting the emergency pump from operation and reconnecting the air control components in the wet well used to establish water level for automatic operation. Upon entering the facility Borough employees found the exhaust fan was no longer working, relays from the control cabinet that had been removed had not been returned to the cabinet and an attempt to start the air compressor was unsuccessful. Without the compressor to supply air to the level system the station will not maintain levels automatically nor will alarms function. Pete Schultes was contacted and told the status and he indicated he would send someone to check the systems. At approximately 12:45 Schultes employees began the process of checking the reported failures.

**Tuesday June 2<sup>nd</sup>, 2015:** At about 07:30 Richard Middleton spoke to Pete Schultes at the Schultes office on Evergreen Ave. and informed him that the Borough of Woodbury Heights had decided to proceed in a different direction and would no longer need Schultes employees to perform any additional work at the location. Pete indicated that they would submit

an invoice for the work agreed upon for the rebuilding of the motor and it would be their intent to keep the motor assembly until the Borough supplied a Purchase Order. As a part of the discussion he indicated he had been made aware of the Borough's intent to rehab the station.

# HP LaserJet Professional M1212nf MFP

## Fax Confirmation

Job	Date	Time	Type	Identification	Duration	Pages	Result
722	06/02/2015	11:33:49PM	Send	16096336243	3:06	4	OK

### N.J. Division of Local Government Services

#### EMERGENCY PROCUREMENT REPORT

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5. Name and title of the official in charge of that agency:	Richard Middleton, Principal Public Works Manager		
6. Describe the condition or circumstance pertaining to the emergency (attach additional sheets if necessary):	Please see attached. Failure of sewer system pump motor led to contractor error requiring rental of a by-pass pump. Contractor has been unsuccessful in restoring station that was scheduled to be complete rehabilitated through Bond Ordinance adopted 06/01/15. Attempts to restore station were ceased on 6/2/15. By-Pass pump rental of \$8,520 per month will be necessary until such time that bid is completed and contractor is on site for rehabilitation of station.		
7. Name and title of the individual who determined the matter was an emergency and authorized award of contract(s):	Richard Middleton, PPWM		
8. The total (or estimated) cost of providing the goods or performing services was:	\$48,000		
9. List the names the contractors/suppliers receiving 25% or more of the contracts awarded under the emergency:	Xylem Pump AC Schultes		
10. When was the notification reduced to writing and filed with the purchasing agent?	Immediately; updated daily		
11. Has the public agency adopted a "chain of command" procedure pursuant to N.J.A.C.6:34-6.1?	yes		
This report was completed by (name and title):	Victoria Holmstrom, CFO/QPA		
Name and Address of agency contact person:	Victoria Holmstrom, 500 Elm Avenue, Woodbury Heights, NJ 08097		
Signature:			Date: 06/02/15

Submit by mail or fax to:  
 Director, Division of Local Government Services  
 P.O. Box 803  
 Trenton, New Jersey 08625-0803  
 Fax: 609-633-6243

**A.C. Schultes, Inc.**

664 S. Evergreen Avenue  
Woodbury Heights, NJ 08097  
24 Hour Service  
(856) 845-3656  
Fax (856) 845-1335  
gusiv@acschultes.com

May 26, 2015

Woodbury Heights Water  
500 Elm Avenue  
Woodbury Heights, NJ 08097

Attention: Rick Middletown  
Phone: 856-845-4519  
Fax: 856-848-2381

Reference: Central Ave. Lift Station: Repairs  
ACS Job # P28362-56

Dear Sir:

During the week of May 18, 2015, A.C. Schultes, Inc. was asked to remove and repair one of the 15HP lift pumps in the above referenced station. After believing the suction valve was fully closed, the pump was loosened in its volute and pressure was still apparent. We attempted to further close the suction valve, but something broke free and the back pressure ended up overcoming the pump and filling the dry pit with raw water. Woodbury Heights personnel mobilized a Godwin pump to the station and we were able to pump down the wet well and dry pit. Unfortunately, even after having a vac truck further clean the wet well it was found that the intakes to the dry pit are below the bottom of the wet well, and therefore without plugging off the entire station, three foot of raw water continuously enters the dry pit.

A.C. Schultes mobilized a replacement 8" gate valve to the job site. Due to the piping configuration, the entire pump volute needed to be removed in order gain access and replace the valve. This also had to be done while raw water continuously entered the pit. A new valve with 8" unflange was finally installed ant the pit was able to dry out. We had our electrician inspect the controls, the compressor was removed and inspected, and the second pump is now ready to be returned to service.

The pump that was removed underwent the following maintenance:

- Disassemble and inspect
- Remove existing windings
- Reinsulate stator with Class H insulation
- Install new invertor duty windings
- Vacuum pressure impregnate new windings with epoxy
- Install new bearings
- Fabricate new mechanical seal sleeve
- Furnish new mechanical seal
- Sandblast and paint volute
- Statically balance impeller to ISO G6.0 standards
- Clean all parts
- Assemble, test run and paint

Central Ave. Lift Station: Repairs  
ACS Job # P28362-56  
Page 2

As witnessed by Woodbury Heights personnel in the dry pit, the proper precautions were made by A.C. Schultes personnel prior to removing the pump. If the valve operated properly and had been recently exercised into the closed position, this situation could have been avoided. Once the valve was removed and brought to the surface, it was confirmed that the valve was stuck halfway open. Woodbury Heights personnel have since exercised and freed the valve back up. A.C. Schultes understands that this project did not proceed as planned but we worked in conjunction with Township personnel and overcame the problem. Since this station is due for overhaul and exorbitant repair costs are unwanted, A.C. Schultes will encumber all of our labor, vac truck, and electrician costs due to the pit flooding. However, we need to be reimbursed for the original project costs and new valve.

Costs associated with this project:

Pump removal, and repair: .....	\$4,180.00
Installation of new 8" suction valve:.....	\$1,348.00
Cost for pump reinstallation: (if requested) .....	\$980.00

If you have any additional questions regarding this project, please feel free to contact our office.

Sincerely,

A.C. SCHULTES, INC.

*Peter W. Schultes*

Peter W. Schultes, P.E.  
Project Manager

PWS/ck  
J: JOBS P/ P28362-56/052615central



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS  
101 SOUTH BROAD STREET  
PO Box 803  
TRENTON, NJ 08625-0803

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

CHARLES A. RICHMAN  
*Acting Commissioner*

June 5, 2015

Ms. Victoria Holmstrom, QPA  
Borough of Woodbury Heights  
500 Elm Avenue  
Woodbury Heights, New Jersey 08097

RE: Emergency Procurement Report – Sewer System Pump Motor

Dear Ms. Holmstrom:

I am in receipt of your Emergency Procurement Report dated June 2, 2015. I am reviewing the facts as presented and will be in touch shortly should I have any questions.

Sincerely,

Gordon H. Ball, Procurement Specialist  
Division of Local Government Services

GHB:bk



PUBLIC NOTICE  
BOROUGH OF WOODBURY HEIGHTS

Take Notice that the following contract was awarded by the Borough of Woodbury Heights at a Regular Meeting of Mayor and Borough Council held on the 17<sup>th</sup> day of June, 2015.

AWARD: Xylem Pump Co.  
PROJECT: Emergency By-Pass Pump Rental  
DURATION: Until contractor is on site for  
rehabilitation of station  
AMOUNT: Not to exceed \$46,000.00

Contract and authorizing resolution are available for public inspection in the office of the Borough Clerk, 500 Elm Avenue, Woodbury Heights, NJ 08097.

Janet Pizzi, Clerk/Administrator