

RAC/O&M/SR Tips to Speed Up PR Processing (updated 03/19/2026)

▲ RAC, SR and O&M Quote Tips:

- The requirement for three quotes if the total cost in a PO is over \$2,500 is based on the total aggregate cost for any given vendor included in the PO for all pay items, not on the aggregate cost for a single pay item.
- If a selected quote is not the lowest cost for a particular pay item, typically in a scenario where the combined cost for multiple pay items is less than the combined cost the same pay items from other vendors, the site manager will need to enter an explanation comment in Ariba at the time they approve justifying why the lowest cost for the applicable pay item was not selected.
- Be sure the quote is valid at least through issuance of the PO. If not, a revised quote or an e-mail from the vendor confirming that the prices are still good is required.
- Be sure the quotes are legible and include all pages, i.e., page 2 of 2 or referenced attachment.
- Be sure the quote has sufficient breakdown, details and specifications, especially for those with materials such as 14-3 materials in trench. Materials quotes require a breakdown of quantities and unit costs, lump sums and miscellaneous entries are not acceptable.
- Quotes and any attachments must not have any type of confidential disclaimer or limitation on who can view. Per DEP Directive 301, no confidential information may be uploaded to MFMP. If this is the case, the document owner will need to provide a revised document or remove/strike-through/redact the confidential disclaimer and add a very brief statement with a signature that they removed/struck-through/redacted this disclaimer.
- Quotes should include sales tax and shipping/delivery as applicable. If multiple quotes, be sure all are consistent with these cost elements as they could affect the low quote.
- Materials quotes should be for the actual quantities required and not based on a minimum quantity sold by a specific vendor, i.e., 100 foot rolls of tubing when only 25 feet is required.
- If multiple quotes, be sure that each describe the same scope of work, details, specifications and quantities for a consistent comparison.
- Quotes for rental equipment should not include costs for Rental Insurance Protection because equipment rental insurance is considered part the ATCs overhead and not allowable as a reimbursable expense.
- Electrical utility connection quotes, pay item 14-8, includes the installation and connection of electrical service from the nearest utility to the on-site power pole or service pedestal, which may include one or more power poles, and meter/disconnect box. Under the Statewide Contract, this pay item also includes costs for the final electrical connection between the service pedestal/disconnect and the remediation system/trailer. However, the costs for

connection of the telemetry and/or the infiltration gallery wiring/controls are still included in the System Installation/Integration/Startup Pay Items 14-4.a through 14-4.d.

- Quotes for materials to construct a system compound/fence, pay item 14-6, should not include the cost of labor which is already included in the System Installation/Integration/Startup pay items per section 14.B of the ATC Contract Scope Of Work.

- Quotes for traffic bearing trench plates (pay item 14-3.a) and security fencing (Section 21) should always specify the size/length, quantity and rental period. It should be noted that security fencing is included with applicable Section 9 Soil Source Removal pay items but is not included in Section 14 RAC pay items and should be submitted as a Section 21 reimbursable quote when required.

- Sole source quotes for materials to be injected, pay item 13-3, greater than \$2,500, require a statement from the vendor, on the quote or separate, that documents the current proprietary status of the product to justify the sole source and lack of two additional quotes. Note, DEP acceptance letters for innovative technology products do not satisfy this requirement.

- In-house quotes should be on the ATC Letterhead and not reference other subvendors. In-house quotes of \$2,500 or less require one additional quote from a separate vendor, those over \$2,500 require two additional quotes.

- Quotes for fuel to operate generators/equipment need to specify the type of fuel and price per gallon. Copies of on-line resources showing fuel prices for multiple locations near a site are acceptable. Also, there needs to be a demonstration by the ATC of the basis for the number of gallons of fuel usage, which can be separate from the actual quote(s).

▲ RAC Not Authorized/Duplication Tips:

- Trenching pay items in 14.A include equipment, material and labor. Separate costs should not be allowed for equipment rental, backfill, pea gravel, poly sheeting, compacting and testing, and debris removal which are specifically in the included list.

- Direct Push Technology Rig and Equipment daily use is not allowable in addition to the per foot Direct Push Boring with In-Situ Injection pay item 13-1.

- System related sampling of water and air streams is included in the Section 14-.B System Installation/Integration/ Startup Pay Items 14-4.a through 14-4.d and should not be allowed separately.

- With the exception of labor allowed for the pre-construction meeting and PE oversight of trenching activities, all personnel hours for RACs are included in the various pay items associated with RAC and System Integration and Startup allowed per the ATC contract Scope of Services.

- Pay item 7-11, Electronic Data Deliverables (ADAPT EDDs) are not required for system air and water samples as clarified in the 10/29/15 PRP Teleconference notes and the 2/10/16 County Compass Newsletter. EDDs are also not required for clean backfill sampling.

▲ RAC, SR and O&M Table Tips:

- The Water Sampling and Soil and Air Sampling Tables should include system influent/effluent GW and air/vapor samples.
- The Water Sampling Table should include the # of MWs Sampled in that column.
- The O&M (System) Parameter Table should specify the collection of flow rates and equipment/system hour meter readings because system run time and performance is a requirement in the ATC contract.
- The RAC Table should be consistent with the pay items and quantities in the SPI, minor rounding of quantities accepted.
- The RAC Table should include information on the remediation equipment in lower section.
- If providing both Soil Boring and Well Installation Table and a RAC Table, the well installation specifications should be consistent.
- Invoicing requirements for PE Project Oversight for System Integration and Startup (Pay Items 20-6.a through 20-6.d) include submittal of field notes. Subject Pay Items do require in-field PE oversight.
- Invoicing requirements for PE Project Oversight for System O & M (Pay Item 20-8) include submittal of field notes and a statement on the monthly O&M logs indicating that the PE has been involved in the monthly decision making regarding operation of the system. The PE should add his/her signature as attestation. Subject Pay Item does not require in-field PE oversight.

▲ RAC Miscellaneous Tips:

- All RAC PRs must include one month of O&M.
- System Installation/Integration/Startup pay items are not applicable to subsequent system startups following down time for repair, sampling, contaminant level rebounds, or PARM, and may not be applicable to minor system modification.
- Groundwater Treatment Add On is only allowed for robust air stripping equipment required for larger volumes of groundwater and not for limited treatment that the RAP addresses with simple liquid phase carbon vessels. Quotes should be provided for carbon replacement/disposal.
- Be sure the sizes selected for System O&M package, Equipment/System Use and PE Oversight meet the criteria in the contract scope of services and are consistent between the tables and SPI.
- Don't forget to include applicable RAC related PE pay items, i.e., PE Review, Evaluation and Certification of Remediation System Integration and Startup, and As-Built Drawings.

- Reimbursable pay items using Section 21 should have a description entered in the SPI description section. The name of the vendor should not be included in the description.
- RAC SOWs should reference the specific RAP approval date in conjunction with the scope description as applicable.
- Additional Laboratory % Surcharge for expedited turnaround if applicable should be reflected on the applicable sampling table.
- The correct use of pay items 8-72 through 8-74 in the SPI for this purpose is to enter the total cost of the expedited analyses in the quantity cell for Pay Items 8-72 through 8-74 at a negotiated rate of \$1. Note, each contract has its own multipliers for expedited turnaround.

▲ O&M Not Authorized/Duplication Tips:

- System related sampling of water and air streams for all recovery/treatment and discharge points is included in the Section 16 Remediation System O&M Packaged Work Scopes, Pay Items 16-1 through 16-5.
- System and treatment/recovery point performance parameter data collection (pressure, vacuum, flow rates, gauging and recording depth to water in select monitoring wells, temperatures, etc.) is included in the System O&M Packaged Work Scopes, Pay Item 16-1 through 16-5.
- Mobilization of personnel and non-remediation system equipment to and from the site (excluding three weekly visits during the first month of startup) is included in the Remediation System O&M Packaged Work Scope, pay item 16-1-through 16-5, though a separate mobilization to perform quarterly sampling is allowable.
- Pay item 7-11, Electronic Data Deliverables (ADAPT EDDs) are not required for system air and water samples as clarified in the 10/29/15 PRP Teleconference notes and the 2/10/16 County Compass Newsletter.
- Repetitive reimbursable pay items for the same expense, e.g., electrical utility costs, quoted laboratory analyses, etc., should use the same pay item number, not consecutive numbers.

▲ Soil Source Removal Tips:

- All SRs must include site restoration including well replacement when determining the \$325K threshold for QPBCs .
- The Soil SR pay items in section 9 of the contract include Temporary Security Fencing, and this expense should not be allowed separately.
- The Soil SR pay items in section 9 of the contract include Safety devices, barricades, lights, signs, concrete barriers, trench boxes and plates, and these expenses should not be allowed separately. Note, if Trench Boxes are being used in lieu of more expensive shoring adjacent to sensitive structures such as roads and building per RAP approval rather than as safety devices, they may be allowed in a SR PR but this should be explained in the SOW description.