



**LEXINGTON**

# Lexington-Fayette Urban County Government

Lexington, Kentucky  
Horse Capital of the World

Division of Procurement

Date of Issue: February 3, 2025

## INVITATION TO BID #11-2025 Manhole Odor Control Inserts

**Bid Opening Date:** February 19, 2025

**Bid Opening Time:** 2:00 PM

**Address:** All bids must be submitted on line at <https://lexingtonky.ionwave.net/>

**Type of Bid:** Price Contract

**Pre Bid Meeting:** N/A

**Pre Bid Time:** N/A

**Address:** N/A

Sealed bids will ONLY be received online at <https://lexingtonky.ionwave.net/> until **2:00 PM**, prevailing local time on **02/19/2025** . Bids must be submitted/uploaded by the above-mentioned date and time.

Bids are to include all shipping, handling and associated fees to the point of delivery (unless otherwise specified in the bid documents below) located at: Various location Fayette County

<p align="center"><b>Check One:</b></p> <p><input checked="" type="checkbox"/> Bid Specifications Met _____ Exceptions to Bid Specifications. <i>Exceptions shall be itemized and attached to bid proposal submitted.</i></p>		<p><b>Proposed Delivery:</b> <b>14</b> days after acceptance of bid.</p>
<p><b>Procurement Card Usage</b>—The Lexington-Fayette Urban County Government may be using Procurement Cards to purchase goods and services and also to make payments. Will you accept Procurement Cards? _____ Yes <input checked="" type="checkbox"/> No</p>		

**To expedite award, the forms in this document should be completed and uploaded with your bid.**

Submitted by: **CITCO Water**

*Firm Name*

**111 Patton Ct.**

*Address*

**Nicholasville, KY 40356**

*City, State & Zip*

*Bid must be signed:* *Jesse Chula on behalf of Alex Meadows, CRO*  
*Signature of Authorized Company Representative – Title*

**Jesse Chula, Director of Marketing**

*Representative's Name (Typed or printed)*

**859.881.5422**

**859.881.8194**

*Area Code - Phone – Extension*

*Fax #*

**jesse.chula@citcowater.com**

*E-Mail Address*

The Affidavit in this bid must be completed before your firm can be considered for award of this contract.

**AFFIDAVIT**

Comes the Affiant, Jesse Chu la, and after being first duly sworn under penalty of perjury as follows:

1. His/her name is Jesse Chula and he/she is the individual submitting the bid or is the authorized representative of CIT C O Wter the entity submitting the bid (hereinafter referred to as "Bidder")
2. Bidder will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the bid is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Bidder will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.
4. Bidder has authorized the Division of Procurement to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Bidder has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Bidder will not violate any provision of the campaign finance laws of the Commonwealth.
6. Bidder has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."
7. Bidder acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught. \_\_\_\_\_

STATE OF Kentucky

COUNTY OF Jessamine

The foregoing instrument was subscribed, sworn to and acknowledged before me by Jesse Chula on this the 10th day of February, 2025



Angela Rivel  
NOTARY PUBLIC, STATE AT LARGE  
KYNP49061

Please refer to Section II. Bid Conditions, Item "U" prior to completing this form.

## **I. GREEN PROCUREMENT**

### **A. ENERGY**

The Lexington-Fayette Urban County Government is committed to protecting our environment and being fiscally responsible to our citizens.

The Lexington-Fayette Urban County Government mandates the use of Energy Star compliant products if they are available in the marketplace (go to [www.Energystar.gov](http://www.Energystar.gov)). If these products are available, but not submitted in your pricing, your bid will be rejected as non-compliant.

ENERGY STAR is a government program that offers businesses and consumers energy-efficient solutions, making it easy to save money while protecting the environment for future generations.

#### Key Benefits

These products use 25 to 50% less energy  
Reduced energy costs without compromising quality or performance  
Reduced air pollution because fewer fossil fuels are burned  
Significant return on investment  
Extended product life and decreased maintenance

### **B. GREEN SEAL CERTIFIED PRODUCTS**

The Lexington-Fayette Urban County Government is also committed to using other environmentally friendly products that do not negatively impact our environment. Green Seal is a non-profit organization devoted to environmental standard setting, product certification, and public education.

Go to [www.Greenseal.org](http://www.Greenseal.org) to find available certified products. These products will have a reduced impact on the environment and on human health. The products to be used must be pre-approved by the LFUCG prior to commencement of any work in any LFUCG facility. If a Green Seal product is not available, the LFUCG must provide a signed waiver to use an alternate product. Please provide information on the Green Seal products being used with your bid response.

### **C. GREEN COMMUNITY**

**The Lexington-Fayette Urban County Government (LFUCG) serves as a principal, along with the University of Kentucky and Fayette County Public Schools, in the Bluegrass Partnership for a Green Community. The Purchasing Team component of the Partnership collaborates on economy of scale purchasing that promotes and enhances environmental initiatives. Specifically, when applicable, each principal is interested in obtaining best value products and/or services which promote environment initiatives via solicitations and awards from the other principals.**

**If your company is the successful bidder on this Invitation For Bid, do you agree to extend the same product/service pricing to the other principals of the Bluegrass Partnership for a Green Community (i.e. University of Kentucky and Fayette County Schools) if requested?**

Yes   X                        No       

## **II. Bid Conditions**

- A. No bid may be withdrawn for a period of sixty (60) days after the date and time set for opening.
- B. No bid may be altered after the date and time set for opening. In the case of obvious errors, the Division of Procurement may permit the withdrawal of a bid. The decision as to whether a bid may be withdrawn shall be that of the Division of Procurement.
- C. Acceptance of this proposal shall be enactment of an Ordinance by the Urban County Council.
- D. The bidder agrees that the Urban County Government reserves the right to reject any and all bids for either fiscal

- or technical reasons, and to award each part of the bid separately, all parts to one vendor or all parts to multiple vendors.
- E. Minor exceptions may not eliminate the bidder. The decision as to whether any exception is minor shall be entirely that of the head of the requisitioning Department or Division and the Director of the Division of Procurement. The Urban County Government may waive technicalities and informalities where such waiver would best serve the interests of the Urban County Government.
  - F. Manufacturer's catalogue numbers, trade names, etc., where shown herein are for descriptive purposes and are to guide the bidder in interpreting the standard of quality, design, and performance desired, and shall not be construed to exclude proposals based on furnishing other types of materials and/or services. However, any substitution or departure proposed by the bidder must be clearly noted and described; otherwise, it will be assumed that the bidder intends to supply items specifically mentioned in this Invitation for Bids.
  - G. The Urban County Government may require demonstrations of the materials proposed herein prior to acceptance of this proposal.
  - H. Bids must be submitted on this form and must be signed by the bidder or his authorized representative. Unsigned bids will not be considered.
  - I. Bids must be submitted prior to the date and time indicated for opening. Bids submitted after this time will not be considered.
  - J. All bids mailed must be submitted in the Ion Wave online portal at <https://lexingtonky.ionwave.net/>
  - K. Bidder is requested to show both unit prices and lot prices. In the event of error, the unit price shall prevail.
  - L. A certified check or Bid Bond in the amount of XX percent of the bid price must be attached hereto. This check must be made payable to the Lexington-Fayette Urban County Government, and will be returned when the material and/or services specified herein have been delivered in accordance with specifications. In the event of failure to perform within the time period set forth in this bid, it is agreed the certified check may be cashed and the funds retained by the Lexington-Fayette Urban County Government as liquidated damages. Checks of unsuccessful bidders will be returned when the bid has been awarded.
  - M. The delivery dates specified by bidder may be a factor in the determination of the successful bidder.
  - N. Tabulations of bids received may be mailed to bidders. Bidders requesting tabulations must enclose a stamped, self-addressed envelope with the bid.
  - O. The Lexington-Fayette Urban County Government is exempt from Kentucky Sales Tax and Federal Excise Tax on materials purchased from this bid invitation. Materials purchased by the bidder for construction projects are not tax exempt and are the sole responsibility of the bidder.
  - P. All material furnished hereunder must be in full compliance with OSHA regulations.
  - Q. If more than one bid is offered by one party, or by any person or persons representing a party, all such bids shall be rejected.
  - R. Signature on the face of this bid by the Bidder or his authorized representative shall be construed as acceptance of and compliance with all terms and conditions contained herein.
  - S. The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, disability, age, genetic information, political affiliation, or veteran status, and to promote equal employment through a positive, continuing program from itself and each of its sub-contracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.
  - T. The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly

or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age or national origin;*
- (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age or national origin;*
- (3) The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provisions of the non-discrimination clauses required by this section; and*
- (4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers' representative of the contractor's commitments under the nondiscrimination clauses.*

The Act further provides:

KRS 45.610. Hiring minorities - Information required

- (1) For the length of the contract, each contractor shall hire minorities from other sources within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetable.*
- (2) Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.*

KRS 45.620. Action against contractor - Hiring of minority contractor or subcontractor

- (1) If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.*
- (2) If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the contractor complies in full with the requirements of KRS 45.560 to 45.640.*
- (3) The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.*

KRS 45.630 Termination of existing employee not required, when

*Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that that employee was employed prior to the date of the contract.*

KRS 45.640 Minimum skills

*Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job.*

It is recommended that all of the provisions above quoted to be included as special conditions in each contract.

In the case of a contract exceeding \$250,000, the contractor is required to furnish evidence that his work-force in Kentucky is representative of the available work-force in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

- U. Any party, firm or individual submitting a proposal pursuant to this invitation must be in compliance with the requirements of the Lexington-Fayette Urban County Government regarding taxes and fees before they can be considered for award of this invitation and must maintain a "current" status with regard to those taxes and fees throughout the term of the contract. The contractor must be in compliance with Chapter 13 from the Code of Ordinances of the Lexington-Fayette Urban County Government. The contractor must be in compliance with Ordinance 35-2000 pursuant to contractor registration with the Division of Building Inspection. If applicable, said business must have a Fayette County business license.

Pursuant to KRS 45A.343 and KRS 45A.345, the contractor shall

- (1) *Reveal any final determination of a violation by the contractor within the previous five year period pursuant to KRS Chapters 136 (corporation and utility taxes), 139 (sales and use taxes), 141 (income taxes), 337 (wages and hours), 338 (occupational safety and health of employees), 341 (unemployment and compensation) and 342 (labor and human rights) that apply to the contractor; and*
- (2) *Be in continuous compliance with the above-mentioned KRS provisions that apply to the contractor for the duration of the contract.*

A contractor's failure to reveal the above or to comply with such provisions for the duration of the contract shall be grounds for cancellation of the contract and disqualification of the contractor from eligibility for future contracts for a period of two (2) years.

- V. Vendors who respond to this invitation have the right to file a notice of contention associated with the bid process or to file a notice of appeal of the recommendation made by the Director of Procurement resulting from this invitation.

Notice of contention with the bid process must be filed within 3 business days of the bid/proposal opening by (1) sending a written notice, including sufficient documentation to support contention, to the Director of the Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his/her contention with the bid process. After consulting with the Commissioner of Finance the Chief Administrative Officer and reviewing the documentation and/or hearing the vendor, the Director of Procurement shall promptly respond in writing findings as to the compliance with bid processes. If, based on this review, a bid process irregularity is deemed to have occurred the Director of Procurement will consult with the Commissioner of Finance, the Chief Administrative Officer and the Department of Law as to the appropriate remedy.

Notice of appeal of a bid recommendation must be filed within 3 business days of the bid recommendation by (1) sending a written notice, including sufficient documentation to support appeal, to the Director, Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his appeal. After reviewing the documentation and/or hearing the vendor and consulting with the Commissioner of Finance and the Chief Administrative Officer, the Director of Procurement shall in writing, affirm or withdraw the recommendation.

### III. Procurement Contract Bid Conditions

- A. The terms of this agreement shall be for **1** year(s) from the date of acceptance of this contract by the Lexington-Fayette Urban County Government. This agreement may be automatically extended for an additional **4-1** year(s) renewal. This contract may be canceled by either party thirty (30) days after delivery by canceling party of written notice of intent to cancel to the other contracting party.
  
- B. Price Changes **(Space Checked Applies)**
  - (XXX)1. Prices quoted in response to the Invitation shall be firm prices for the first 365 days of the Procurement Contract. After 365 days, prices may be subject to revision and such changes shall be based on general industry changes. Revision may be either increases or decreases and may be requested by either party. There will be no more than one (1) price adjustment per year. Requests for price changes shall be received in writing at least twenty (20) days prior to the effective date and are subject to written acceptance before becoming effective. Proof of the validity of a request for revision shall be responsibility of the requesting party. The Lexington-Fayette Urban County Government shall receive the benefit of any decline that the seller shall offer his other accounts.
    - 2. No provision for price change is made herein. Prices are to be firm for the term of this contract.
    - 3. See bid specifications.
  - C. If any contract item is not available from the vendor, the Lexington-Fayette Urban County Government, at its option, may permit the item to be back-ordered or may procure the item on the open market.
  - D. All invoices must bear reference to the Lexington-Fayette Urban County Government Purchasing document numbers which are being billed.
  - E. This contract may be canceled by the Lexington-Fayette Urban County Government if it is determined that the Bidder has failed to perform under the terms of this agreement, such cancellation to be effective upon receipt of written notice of cancellation by the Bidder.
  - F. No substitutions for articles specified herein may be made without prior approval of the Division of Procurement.

**EQUAL OPPORTUNITY AGREEMENT**

Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states: *The Contractor will not discriminate against any employee or applicant for employment because of physical or mental disability.*
- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states: *The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.*

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

*I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, veteran status, disability and age.*

*Jesse Chula on behalf of Alex Meadows, CRO*

Signature

Name of Business

**CITCO Water**

## GENERAL PROVISIONS OF BID CONTRACT

By signing the below, bidder acknowledges that it understands and agrees with the following provisions related to its bid response and the provision of any goods or services to LFUCG upon selection by LFUCG pursuant to the bid request:

1. Bidder shall comply with all Federal, State & Local regulations concerning this type of service or good. All applicable state laws, ordinances and resolutions (including but not limited to Section 2-33 (Discrimination due to sexual orientation or gender identity) and Chapter 13 (Licenses and Regulations) of the Lexington-Fayette Urban County Government Code of Ordinances, and Resolution No. 484-17 (Minority, Women, and Veteran-Owned Businesses)) and the regulations of all authorities having jurisdiction over the project shall apply to the contract, and shall be deemed to be incorporated herein by reference.
2. Failure to submit ALL forms and information required by LFUCG may be grounds for disqualification.
3. Addenda: All addenda and IonWave Q&A, if any, must be considered by the bidder in making its response, and such addenda shall be made a part of the requirements of the bid contract. Before submitting a bid response, it is incumbent upon bidder to be informed as to whether any addenda have been issued, and the failure of the bidder to cover any such addenda may result in disqualification of that response.
4. Bid Reservations: LFUCG reserves the right to reject any or all bid responses, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by bidder in the preparation of its response.
6. Changes/Alterations: Bidder may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the bid response, and received by LFUCG prior to the scheduled closing time for receipt of bids, will be accepted. The bid response when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of bid response".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from any bidder.
8. Bribery Clause: By his/her signature on its response, bidder certifies that no employee of his/hers, any affiliate or subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.
9. Additional Information: While not necessary, the bidder may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the bid response. Additional documentation shall not serve as a substitute for other documentation which is required by the LFUCG to be submitted with the bid response.
10. Ambiguity, Conflict or other Errors: If a bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the bid request of LFUCG, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to Bid Terms: In submitting its bid response, the bidder agrees that it has carefully examined the specifications and all provisions relating to LFUCG's bid request, including but not limited to the bid contract. By submission of its bid response, bidder states that it understands the meaning, intent and requirements of LFUCG's bid request and agrees to the same. The successful bidder shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to bidder shall be authorized for services, expenses, or goods reasonably covered under these provisions that the bidder omits from its bid response.
12. Cancellation: LFUCG may unilaterally terminate the bid contract with the selected bidder(s) at any time, with or without cause, by providing at least thirty (30) days advance written notice unless a different advance written notice



**WORKFORCE ANALYSIS FORM**

Name of Organization: CITCO Water

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African-American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators																	
Professionals																	
Superintendents																	
Supervisors																	
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals																	
Office/Clerical																	
Skilled Craft																	
Service/Maintenance																	
<b>Total:</b>																	

Prepared by: Jesse Chula, Director of Marketing Date: 02 / 10 / 2025  
*(Name and Title)* *Revised 2015-Dec-15*

Included with bid packet as exhibit A



# LEXINGTON

## MINORITY BUSINESS ENTERPRISE PROGRAM

Sherita Miller, MPA, CPSD  
Minority Business Enterprise Liaison  
Division of Procurement  
Lexington-Fayette Urban County Government  
200 East Main Street  
Lexington, KY 40507  
[smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov)  
859-258-3323

**OUR MISSION:** The mission of the Minority Business Enterprise Program (MBEP) is to facilitate the full participation of minority and women owned businesses in the procurement process and to promote economic inclusion as a business imperative essential to the long- term economic viability of Lexington-Fayette Urban County Government.

To that end the urban county council adopted and implemented Resolution 272-2024 – a Certified Minority and Women Business Enterprise seventeen percent (17%) minimum goal including minimum subgoals of five percent (5%) for Minority Business Enterprises (MBE) and a subgoal of twelve percent (12%) for Women Business Enterprises (WBE); a three (3%) minimum goal for Certified Veteran-Owned Small Businesses and/or Certified Service- Disabled Veteran Owned Businesses; and a goal of utilizing Disadvantaged Business Enterprises (DBE), where applicable, for government contracts.

The resolution states the following definitions shall be used for the purposes of reaching these goals:

***Certified Disadvantaged Business Enterprise (DBE)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a person(s) who is socially and economically disadvantaged as define by 49 CFR subpart 26.

***Certified Minority Business Enterprise (MBE)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by an ethnic minority (i.e. Black American, Asian American, Hispanic American, Native American)

***Certified Women Business Enterprise (WBE)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a woman.

***Certified Veteran-Owned Small Business (VOSB)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a veteran who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard.

***Certified Service -Disabled Veteran Owned Small Business (SDVOSB)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a disabled veteran who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard.

The term “Certified” shall mean the business is appropriately certified, licensed, verified, or validated by an organization or entity recognized by the Division of Procurement as having the appropriate credentials to make a determination as to the status of the business.

The following certifications are recognized and accepted by the MBEP:

Kentucky Transportation Cabinet (KYTC), Disadvantaged Business Enterprise (DBE)  
Kentucky Minority and Women Business Enterprise (MWBE)  
Women's Business Enterprise National Council (WBENC)  
National Women Business Owners Corporation (NWBOC)  
National Minority Supplier Development Council (NMSDC)  
Tri-State Minority Supplier Development Council (TSMSSDC)  
U.S. Small Business Administration Veteran Small Business Certification (VetCert)  
Kentucky Service- Disabled Veteran Owned Small Business (SDVOSB)

To comply with Resolution 272-2024, prime contractors, minority and women business enterprises, veteran owned small businesses, and service-disabled veteran owned small businesses must complete monthly contract compliance audits in the Diverse Business Management Compliance system, <https://lexingtonky.diversitycompliance.com/>

A list of organizations that certify and/or maintain lists of certified businesses (i.e. DBE, MBE, WBE, VOSB and/or SDVOSB) is available upon request by emailing, Sherita Miller, [smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov).



# LEXINGTON

## LFUCG MWDBE PARTICIPATION FORM Bid/RFP/Quote Reference # 11-2025

The MWDBE and/or veteran subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to the Division of Procurement for approval immediately. **Failure to submit a completed form may cause rejection of the bid.**

MWBE Company, Name, Address, Phone, Email	DBE/MBE WBE/VOSB/SDVOSB	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1.  <b>NONE</b>				
2.				
3.				
4.				

The undersigned company representative submits the above list of MDWBE and veteran firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

**CITCO Water**  
\_\_\_\_\_  
**Company**  
  
**2/10/2025**  
\_\_\_\_\_  
**Date**

**Jesse Chula**  
\_\_\_\_\_  
**Company Representative**  
  
**Director of Marketing**  
\_\_\_\_\_  
**Title**



# LEXINGTON

## LFUCG MWDBE SUBSTITUTION FORM

Bid/RFP/Quote Reference # 11-2025

The substituted MWDBE and/or veteran subcontractors listed below have agreed to participate on this Bid/RFP/Quote. These substitutions were made prior to or after the job was in progress. These substitutions were made for reasons stated below and are now being submitted to the Division of Procurement for approval. By the authorized signature of a representative of our company, we understand that this information will be entered into our file for this project. **Note: Form required if a subcontractor is being substituted on a contract.**

SUBSTITUTED DBE/MBE/WBE/VOSB Company Name, Address, Phone, Email	DBE/MBE/WBE/VOSB/SDVOSB Formally Contracted/ Name, Address, Phone, Email	Work to Be Performed	Reason for the Substitution	Total Dollar Value of the Work	% Value of Total Contract
1.  NONE					
2.					
3.					
4.					

The undersigned acknowledges that any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

CITCO Water  
**Company**  
2/10/2025  
**Date**

Jesse Chula  
**Company Representative**  
Director of Marketing  
**Title**



## DOCUMENTATION REQUIRED FOR GOOD FAITH EFFORTS AND OUTREACH PLANS

As affirmed in Resolution Number 272-2024, the Urban County Council has adopted an annual aspirational goal of utilizing at least seventeen percent (17%) of public funds spend from certain discretionary agreements with certified Minority Business Enterprises (MBEs) and certified Woman Business Enterprises (WBEs); utilizing at least three percent (3%) of public funds from certain discretionary agreements with Certified Veteran-Owned Small Business and Certified Service-Disabled Veteran-Owned Small Businesses (VOSBs); and utilizing Disadvantaged Business Enterprises (DBEs) where applicable. Bidders should make every effort to achieve these goals.

Therefore, as an element of the responsiveness of the bid, all Bidders are required to submit documentation of their good faith and outreach efforts to ensure all businesses, including small and disadvantaged businesses such as minority-, woman-, and veteran-owned businesses, have an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement. Examples of good faith and outreach efforts that satisfy this requirement to encourage the participation of, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs include:

1. Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media; trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women, and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to participate.
2. Attended LFUCG Procurement Economic Inclusion Outreach event(s) within the past year to meet new small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to partner with on LFUCG contracts and procurements.
3. Attended pre-bid/pre-proposal meetings that were scheduled by LFUCG to inform small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs of subcontracting opportunities.
4. Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs.
5. Requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG and showed evidence of contacting the companies on the list(s).
6. Contacted organizations that work with small, DBE, MBE, WBE, and VOSB companies for assistance in finding certified DBEs, MBEs, WBEs, VOSB and/or SDVOSBs to work on this project. Those contacted and their responses must be a part of the bidder's outreach efforts documentation.
7. Sent written notices, by certified mail, email, or facsimile, to qualified, certified small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs soliciting their participation in the contract not less than seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.
8. Followed up initial solicitations by contacting small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs via tailored communications to determine their level of interest.

9. Provided the interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs with adequate and timely information about the plans, specifications, and requirements of the contract.
10. Selected portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs in order to increase the likelihood of subcontracting participation. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate small, DBE, MBE, WBE, VOSB and/or SDVOSB participation, even when the prime contractor may otherwise perform these work items with its own workforce.
11. Negotiated in good faith with interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection must be so noted in writing with a description as to why an agreement could not be reached.
12. Included documentation of quotations received from interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs that were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.
  - a. Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a small business', DBE's MBE's, WBE's, VOSB's and/or SDVOSB's quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy the participation goals.
13. Made an effort to offer assistance to or refer interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal.
14. Made efforts to expand the search for small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs beyond the usual geographic boundaries.
15. Other – any other evidence that the bidder submits that may demonstrate that the bidder has made reasonable efforts to include small, DBE, MBE, WBE, VOSB and/or SDVOSB participation.

Bidder must document, with specificity, each of the efforts it made to include small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs as subcontractors in the procurement, including the date on which each effort was made, the medium through which each effort was made, and the outcome of each effort.

**Note: Failure to submit the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement which is subject to review by the MBE Liaison. Documentation of Good Faith and Outreach Efforts must be submitted with the Bid, regardless of the proposed level of small, DBE, MBE, WBE, VOSB and/or SDVOSB participation in the procurement. If the Good Faith and Outreach Effort documentation is not submitted with the bid response, the bid may be rejected.**

#### OUTREACH EFFORTS EVALUATION

Outreach efforts demonstrated by the bidder or respondent will be evaluated on a pass/fail basis.

# ATTACHMENT A – SMALL AND DISADVANTAGED, MINORITY-, WOMEN-, AND VETERAN-OWNED BUSINESS OUTREACH PLAN

<b>Proposer Name:</b>	<u>CITCO Water</u>	<b>Date:</b>	<u>2/10/2025</u>
<b>Project Name:</b>	<u>Manhole Odor Control Inserts</u>	<b>Project Number:</b>	<u>#11-2025</u>
<b>Contact Name:</b>	<u>Jesse Chula</u>	<b>Telephone:</b>	<u>859.881.5422</u>
<b>Email:</b>	<u>jesse.chula@citcowater.com</u>		

The mission of the Minority Business Enterprise Program is to facilitate the full participation of disadvantaged businesses, minority-, women-, veteran-, and service-disabled veteran-owned businesses in the procurement process and to promote economic inclusion as a business imperative essential to the long-term economic viability of Lexington-Fayette Urban County Government.

To that end, small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, must have an equal opportunity to be utilized in the performance of contracts with public funds spent from certain discretionary agreements. By submitting its offer, Bidder/Proposer certifies that it has taken, and if there are further opportunities will take, reasonable steps to ensure that small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, are provided an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement.

The information submitted in response to this clause will not be considered in any scored evaluation. Failure to submit this form may cause the bid or proposal to be rejected.

**Is the Bidder/ Proposer a certified firm?** Yes  No

If yes, indicate all certification type(s):

DBE  MBE  WBE  SBE  VOSB/SDVOSB

and supply a copy of the certificate and/or certification letter if not currently listed on the city's Minority Business Enterprise Program's (MBEP) certified list.

**1. Include a list of firms that Bidder/ Proposer has had a contractual relationship with within the last two years that are minority-owned, woman-owned, veteran-owned or small businesses, regardless of their certification status.**

AMP Utility Distribution

**2. Does Bidder/Proposer foresee any subcontracting opportunities for this procurement?**

Yes  No

If no, please explain why in the field below. Do not complete the rest of this form and submit this first page with your bid and/or proposal.

If yes, please complete the following pages and submit all pages with your bid and/or proposal.

**Describe the steps Bidder/Proposer took to solicit small and disadvantaged businesses, including MBEs, WBEs, VOSBs, and SDVOSBs, for subcontracting opportunities for this procurement.**

**3. Check the good faith and outreach efforts the Bidder/Proposer used to encourage the participation of small and disadvantaged businesses including, MBEs, WBEs, VOSBs and SDVOSBs:**

- Bidder placed advertisements in search of prospective small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs for the solicitation.
- Bidder attended LFUCG Procurement Economic Inclusion Outreach event(s) within the past year.
- Bidder attended pre-bid and/or pre-proposal meetings for this solicitation.
- Bidder sponsored an Economic Inclusion Outreach event.
- Bidder requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG.
- Bidder contacted organizations that work with small, DBE, MBE, WBE, VOSB and/or SDVOSB companies.
- Bidder sent written notices to certified small, DBE, MBE, WBE, VOSB and SDVOSB businesses.
- Bidder followed up to initial solicitations with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB.
- Bidder provided small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses interested in performing the solicited work with prompt access to the plans, specifications, scope of work, and requirements of the solicitation.
- Bidder made efforts to segment portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, including dividing sub-bid/partnership opportunities into economically feasible units/parcels, to facilitate participation.

- Bidder negotiated in good faith with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses.
- Bidder provided adequate rationale for rejecting any small business', DBEs, MBEs, WBEs, VOSBs or SDVOSBs for lack of qualifications.
- Bidder offered assistance in obtaining bonding, insurance, financial, equipment, or other resources to small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, in an effort to assist them in meeting project requirements.
- Bidder made efforts to expand the search for small businesses, DBEs MBEs, WBEs, VOSBs and/or SDVOSBs beyond the usual geographic boundaries.
- Bidder made other reasonable efforts to include small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation.

**4. Bidder/Proposer must include documentation, including the date each effort was made, the medium through which each effort was made, and the outcome of each effort with this form, regardless of the level of small, DBE, MBE, WBE, VOSB and/or SDVOSB participation. Examples of required documentation include copies of email communications, copies of newspaper advertisements, or copies of quotations received from interested small businesses, DBEs, MBEs, WBEs, VOSBs or SDVOSBs.**

 Docs included w/bid packet. 

**For detailed information regarding outreach efforts that satisfy the MBE Program's requirements, please see "Documentation Required for Good Faith Efforts and Outreach Plans" page.**

**Note: The Bidder/Proposer must be willing to report the identity of each subcontractor and the value of each subcontract to MBEP if awarded a contract from this procurement.**

**Failure to submit the documentation requested may be cause for rejection of the bid. Bidders may include any other documentation deemed relevant to this requirement, which is subject to review by the MBE Liaison. Documentation of Good Faith and Outreach Efforts must be submitted with the bid, regardless of the proposed level of SBEs, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation in the procurement. If the Good Faith and Outreach Effort Form and associated documentation is not submitted with the bid response, the bid may be rejected.**

The undersigned acknowledges that all information is accurate. Any misrepresentations may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

CITCO Water

**Company**  
2/10/2025

**Date**

Jesse Chula

**Company Representative**  
**Director of Marketing**

**Title**

**Monday, February 17, 2025 at 07:41:12 Eastern Standard Time**

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**Subject:** updated list, certified DBEs, MBEs, VOSBs, etc.  
**Date:** Tuesday, February 11, 2025 at 9:01:14 AM Eastern Standard Time  
**From:** Jesse Chula  
**To:** smiller@lexingtonky.gov  
**Attachments:** image001.png

Good morning, Sherita,

In reference to invitation to bid #11-2025 Manhole Odor Control Inserts, may I request an updated list of all business listed in the Minority Business Enterprise Program so CITCO Water can complete documentation for a good faith effort and outreach plan?

Any other info you can send would help as to complete this job with LFUCG, there are only 2 pieces to our sewer odor control inserts.

Thank you,

**Jesse Chula**  
Director of Marketing  
CITCO+One Foundation Board

**CITCO Water**  
111 Patton Ct.  
Nicholasville, Kentucky 40356  
cell: 859.200.4375 | office: 859.881.5422  
e: [jesse.chula@citcowater.com](mailto:jesse.chula@citcowater.com)  
linkedin: <https://www.linkedin.com/in/jesse-chula>

**CitcoWater.com**  
[Facebook](#) | [LinkedIn](#) | [Twitter](#) | [YouTube](#)



Vendor failed to provide quote on activated carbon - Jesse Chula

**Monday, February 17, 2025 at 14:16:50 Eastern Standard Time**

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**Subject:** Re: Carbon quote  
**Date:** Monday, February 17, 2025 at 11:20:31 AM Eastern Standard Time  
**From:** Jesse Chula  
**To:** Andre Williams  
**Attachments:** image001.png, Jackpot Media Cartridge SDS.pdf

Andre,

Super sacks.

---

**From:** Andre Williams <[awilliams@williamsdistllc.com](mailto:awilliams@williamsdistllc.com)>  
**Date:** Monday, February 17, 2025 at 10:50 AM  
**To:** Jesse Chula <[jesse.chula@citcowater.com](mailto:jesse.chula@citcowater.com)>  
**Subject:** RE: Carbon quote

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Caution! This message was sent from outside your organization.

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You don't often get email from [awilliams@williamsdistllc.com](mailto:awilliams@williamsdistllc.com). [Learn why this is important](#)

Hello Jesse,

Could you please share the quantity you need and the spec sheet if possible.

Thanks

Andre Williams  
Williams Distribution, LLC  
Office: 317-749-0006  
Cellular: 317-460-9901  
E-mail: [Awilliams@williamsdistllc.com](mailto:Awilliams@williamsdistllc.com)  
[www.williamsdistllc.com](http://www.williamsdistllc.com)

---

**From:** Jesse Chula <[jesse.chula@citcowater.com](mailto:jesse.chula@citcowater.com)>  
**Sent:** Monday, February 17, 2025 9:05 AM

**To:** info <[info@williamsdistllc.com](mailto:info@williamsdistllc.com)>

**Subject:** Carbon quote

Hello,

I represent CITCO Water. Do you currently supply powdered activated carbon? If so, we may be in need of competitive quotes.

Thanks,

**Jesse Chula**

Director of Marketing

CITCO+One Foundation Board

**CITCO Water**

111 Patton Ct.

Nicholasville, Kentucky 40356

cell: 859.200.4375 | office: 859.881.5422

e: [jesse.chula@citcowater.com](mailto:jesse.chula@citcowater.com)

linkedin: <https://www.linkedin.com/in/jesse-chula>

**CitcoWater.com**

[Facebook](#) | [LinkedIn](#) | [Twitter](#) | [YouTube](#)



This vendor was contacted and failed to provide a quote to subcontract to us the stainless steel manhole insert - JC.

**Thursday, February 20, 2025 at 10:09:46 Eastern Standard Time**

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**Subject:** Re: Subcontract work - stainless steel manhole insert  
**Date:** Monday, February 17, 2025 at 1:08:03 PM Eastern Standard Time  
**From:** Jesse Chula  
**To:** Drew Everett  
**Attachments:** image001.png, Addendum#4.docx.pdf

Attached. Pages 2-3.

Jesse

---

**From:** Drew Everett <[eandpmobilewelding@gmail.com](mailto:eandpmobilewelding@gmail.com)>  
**Date:** Monday, February 17, 2025 at 1:06 PM  
**To:** Jesse Chula <[jesse.chula@citcowater.com](mailto:jesse.chula@citcowater.com)>  
**Subject:** Re: Subcontract work - stainless steel manhole insert

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Got ya can you send me over additional specs, and dimensions?

Thanks

On Mon, Feb 17, 2025 at 12:55 PM Jesse Chula <[jesse.chula@citcowater.com](mailto:jesse.chula@citcowater.com)> wrote:

1. This is for a municipal bid, LFUCG (Lex). Right now they just ask us to bid by line item and they'll be purchasing on an as needed basis. For the sake of the quote, let's say 305.
2. Quote by Friday at the latest.
3. We install.

Thank you,  
Jesse

---

**From:** Drew Everett <[eandpmobilewelding@gmail.com](mailto:eandpmobilewelding@gmail.com)>  
**Date:** Monday, February 17, 2025 at 12:13 PM  
**To:** Jesse Chula <[jesse.chula@citcowater.com](mailto:jesse.chula@citcowater.com)>  
**Subject:** Re: Subcontract work - stainless steel manhole insert

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Jesse thanks for reaching out. I do have a few questions for you.

1. How many are you guys needing?
2. How soon will you be needing the quote?
3. Will you be having somebody else install these?

Thanks!

On Mon, Feb 17, 2025 at 8:22 AM Jesse Chula <[jesse.chula@citcowater.com](mailto:jesse.chula@citcowater.com)> wrote:

Hello,

I represent CITCO Water and we're looking for additional quotes to produce units used for municipal odor control. These stainless-steel inserts are placed in manholes where an activated carbon media cartridge is housed to polish final air emanating from sewer lines.

See attached technical data sheet for further explanation – what we're looking for are competitive quotes on JUST the stainless-steel manhole insert. Please LMK if you can quote on this project, and I can send additional specs.

Thanks,

**Jesse Chula**

Director of Marketing  
CITCO+One Foundation Board

**CITCO Water**

111 Patton Ct.  
Nicholasville, Kentucky 40356  
cell: 859.200.4375 | office: 859.881.5422  
e: [jesse.chula@citcowater.com](mailto:jesse.chula@citcowater.com)  
linkedin: <https://www.linkedin.com/in/jesse-chula>

**CitcoWater.com**

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# Lexington Fayette Urban County Government (LFUCG)

## Bid Quote and Specifications for

### Sanitary Sewer Collection System Manhole Odor Control Inserts

The LFUCG is issuing this Bid for the sole purpose of obtaining responsive pricing from responsible Bidders (Vendors) for providing manhole odor control inserts to reduce and manage odors in the LFUCG wastewater collection system. The primary goal is to benchmark and implement effective treatment options/solutions and associated costs that can be used by LFUCG to mitigate odors and improve the air quality around sanitary sewer collection systems manholes.

The intent of this Bid is to prequalify multiple viable Vendors so that they have the opportunity to demonstrate their product(s) and ability to be a cost effective solution for manhole odor control inserts. Bidders must be regularly engaged in supplying these products for municipal wastewater collection systems. Bidders must be able to demonstrate its experience of providing manhole odor control inserts **successfully** to at least three (3) other municipal clients. *LFUCG will only consider proposals from Bidders who demonstrate similar experience with satisfactory reference verifications.*

LFUCG requires that selected bidder(s) perform all activities associated with the provision of manhole odor control inserts in accordance with this agreement. Services shall be provided in a safe, secure, effective, and efficient manner, compliant with all applicable laws, rules, and regulations. All costs for services provided shall be paid in accordance with the payment provisions as described in Notice of Award.

There is no guarantee of work associated with this Bid. LFUCG wishes to establish a price contract with all viable vendors so that future insert installation options can be fully evaluated in terms of cost and performance. The Lexington-Fayette Urban County Government will determine the effectiveness of the supplied product and will evaluate whether or not to proceed with a particular vendor, this determination will be final.

## **SCOPE OF WORK**

### **A. PRODUCT REQUIREMENTS**

Provide manhole odor control inserts designed to mitigate and manage odors emanating from manholes in the sanitary sewer collection system. The inserts shall:

- Be manufactured/constructed from corrosion proof/weather-resistant materials suitable for atmospheres containing Hydrogen Sulfide (H<sub>2</sub>S) and/or other gases associated with long-term use in wastewater environments.
- Be easy to install and remove for routine maintenance.
- Provide effective control of odors, including hydrogen sulfide (H<sub>2</sub>S).
- Be customizable or adaptable to fit standard manhole sizes used within the LFUCG system.
- Be designed to reduce odor emissions without impeding the flow of gases necessary for system safety.

### **B. INSTALLATION REQUIRMENTS**

Contractor is responsible for providing:

- Properly sized odor control inserts for selected manholes. Measurements to be provided by LFUCG
- Any additional materials or tools necessary for installation.
- Virtual training for LFUCG staff on the proper installation, use, and maintenance of the inserts.

**C. DELIVERY REQUIREMENTS**

- Inserts must be delivered to the designated LFUCG facility or directly to the installation sites.
- Delivery must be completed within the agreed-upon timeline specified in the contract.
- Contractor shall ensure inserts are packaged to prevent damage during transit.
- All shipments must include installation manuals and safety data sheets (SDS)

**D. MAINTENANCE REQUIRMENTS**

- Contractor must provide recommendations for the routine maintenance and cleaning of odor control inserts.

**BID SUBMITTAL REQUIREMENTS**

The following items must be submitted in response to this Bid:

- **Company Information:** Name of the company, a brief narrative description, and contact information for the representative.
- **Product Description:** Detailed information on the proposed manhole odor control inserts, including materials, dimensions, and expected lifespan.
- **Safety Documentation:** Provide the Safety Data Sheet (SDS) for materials used in the inserts.
- **Experience:** Information from three (3) municipal wastewater clients demonstrating your company’s experience in supplying and installing odor control inserts for wastewater systems. Each reference should reflect at least two (2) years of successful use. Contact names and email addresses should be provided.
- **Warranty Information:** Describe warranty coverage for the inserts
- **Pricing:** Provide pricing per unit, including options for bulk purchases or installation services, as applicable. Use the pricing table below:

DESCRIPTION	Unit Price (\$/Insert)
Manhole Odor Control Insert (materials only)	1682,00

- **NOTE: Questions must be submitted in ionwave**



CITCO Water  
 740 ENTERPRISE DRIVE  
 LEXINGTON, KY 40510  
 Phone 859-255-0852  
 Fax 859-259-1171



# Quotation

EXPIRATION DATE	QUOTE NUMBER
04/18/2025	S100289912
CITCO Water 740 ENTERPRISE DRIVE LEXINGTON, KY 40510 Phone 859-255-0852 Fax 859-259-1171	PAGE NO.
	1 of 1

QUOTE TO:

SHIP TO:

LFUCG MAIN - BT  
 LFUCG DIVISION OF WATER QUALITY  
 125 LISLE INDUSTRIAL AVE STE 180  
 LEXINGTON, KY 40507

LFUCG MAIN - BT  
 LFUCG DIVISION OF WATER QUALITY  
 125 LISLE INDUSTRIAL AVE STE 180  
 LEXINGTON, KY 40507

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
34313	BID #11-2025		Chuck Howard	
WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Dustin Dixon	AULICK	NET 30 DAYS	02/17/2025	No
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE
	<b>SHIPPING INSTRUCTIONS</b> BID #11-2025 Manhole Odor Control Inserts			
1ea	JACKPOT ODOR CONTROL SYSTEM ***** INCLUDES FIRST JACKPOT MEDIA CARTRIDGE		1682.000/ea	1682.00
1ea	JACKPOT ACTIVATED CARBON MEDIA CARTRIDGE ***** REPLACEMENT CARTRIDGE PRICING - RECOMMENDED 3 MONTH REPLACEMENT PER CARTRIDGE		205.000/ea	205.00
<b>IMPORTANT NOTICE: DUE TO UNPRECEDENTED SUPPLY CHAIN DISRUPTIONS WE            ARE UNABLE TO PROVIDE FIRM PRICING FOR ANY LENGTH OF TIME. ALL PRICES            ARE SUBJECT TO CHANGE BASED ON AVAILABILITY AND MARKET PRICING AT            TIME OF SHIPMENT. THIS NOTICE SUPERCEDES ALL PREVIOUS TERMS.</b>			Subtotal	1887.00
			S&H Charges	0.00
			Estimated Tax	0.00
			Amount Due	1887.00



# LEXINGTON

Division of Water Quality  
125 Lisle Industrial Ave., Suite 180  
Lexington, KY 40511

## PRE-BID MEETING FORM

Bid Number	11-2025
Bid Title	Manhole Odor Control Inserts
Date of Pre-Bid	2/11/2025
Time	10:30am

	Name	Contact Info	Signature
Bidder/Contractor	Dustin Dixon – Citco Water	<a href="mailto:dustin.dixon@citcowater.com">dustin.dixon@citcowater.com</a>	Via Teams Meeting
DWQ Representative	Rick Bowman	<a href="mailto:rbowman@lexingtonky.gov">rbowman@lexingtonky.gov</a>	Via Teams Meeting
Procurement Representative	Brian Marcum	<a href="mailto:brianm@lexingtonky.gov">brianm@lexingtonky.gov</a>	Via Teams Meeting
WEA – Consultant	Jim Ross	<a href="mailto:Jim.ross@odor.net">Jim.ross@odor.net</a>	Via Teams Meeting



**ADDENDUM #1**

Bid Number: **#11-2025**

Date: February 6, 2025

Subject: **Odor Control Manhole Inserts**

Address inquiries to:  
Brian Marcum  
(859) 258-3320

**TO ALL PROSPECTIVE SUBMITTERS:**

Please be advised of the following clarifications to the above referenced Bid:

1. The online lonwave Question cutoff date has been extended to February 14, 2025, at 2:00 PM EST.
2. The electronic bid opening date has been extended to February 24, 2025, at 2:00 PM EST in lonwave.
3. **The prebid meeting information is in person or by call in using the information below:**  
Microsoft Teams  
Meeting ID: 295 022 980 667  
Passcode: FZ6sZ3tL

Todd Slatin, Director  
Division of Procurement

All other terms and conditions of the Bid and specifications are unchanged.  
This letter should be signed, attached to and become a part of your Bid.

COMPANY NAME: CITCO Water

ADDRESS: 111 Patton Ct. Nicholasville, KY 40356

SIGNATURE OF BIDDER:





**ADDENDUM #2**

Bid Number: **#11-2025**

Date: February 10, 2025

Subject: **Odor Control Manhole Inserts**

Address inquiries to:  
Brian Marcum  
(859) 258-3320

**TO ALL PROSPECTIVE SUBMITTERS:**

Please be advised of the following clarifications to the above referenced Bid:

- The non mandatory prebid meeting for tomorrow February 11, 2024 at 10:30 AM EST will be changed due to the potential for incimate weather the prebid meeting will be via Teams Meeting only connect by using the information below:**

Microsoft Teams

Meeting ID: 295 022 980 667

Passcode: FZ6sZ3tL

Todd Slatin, Director  
Division of Procurement

All other terms and conditions of the Bid and specifications are unchanged.  
This letter should be signed, attached to and become a part of your Bid.

COMPANY NAME: CITCO Water

ADDRESS: 111 Patton Ct. Nicholasville, KY 40356

SIGNATURE OF BIDDER: 





**ADDENDUM #3**

Bid Number: **#11-2025**

Date: February 11, 2025

Subject: **Odor Control Manhole Inserts**

Address inquiries to:  
Brian Marcum  
(859) 258-3320

**TO ALL PROSPECTIVE SUBMITTERS:**

Please be advised of the following clarifications to the above referenced Bid:

The question deadline has been extended until February 18, 2025 at 2:00 PM EST.

Todd Slatin, Director  
Division of Procurement

All other terms and conditions of the Bid and specifications are unchanged.  
This letter should be signed, attached to and become a part of your Bid.

COMPANY NAME: CITCO Water

ADDRESS: 111 Patton Ct. Nicholasville, KY 40356

SIGNATURE OF BIDDER:





**ADDENDUM #4**

Bid Number: **#11-2025**

Date: February 11, 2025

Subject: **Odor Control Manhole Inserts**

Address inquiries to:  
Brian Marcum  
(859) 258-3320

**TO ALL PROSPECTIVE SUBMITTERS:**

Please be advised of the following clarifications to the above referenced Bid:

Ionwave pricing has been updated with additional lines.

Typical standard manhole details are attached.

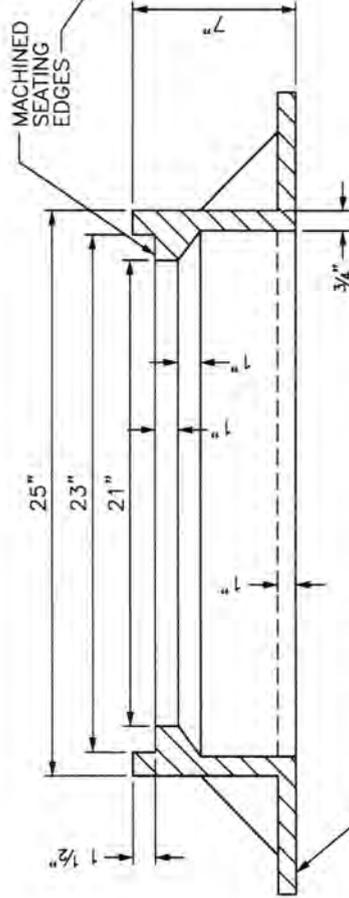
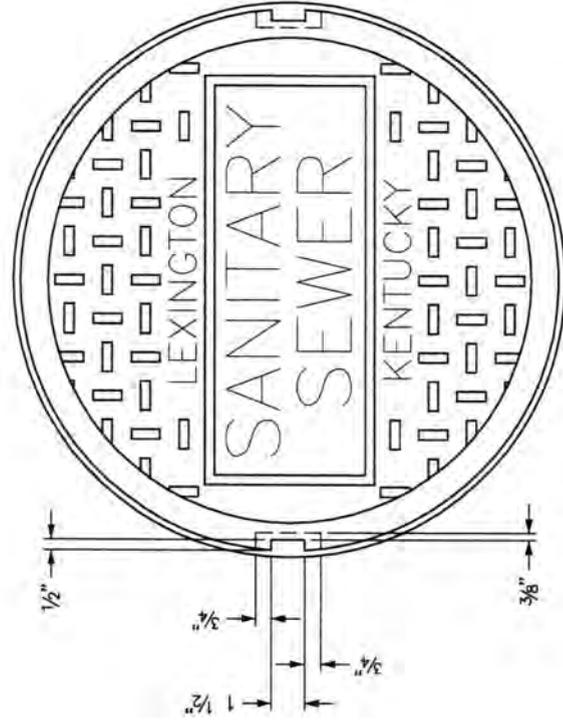
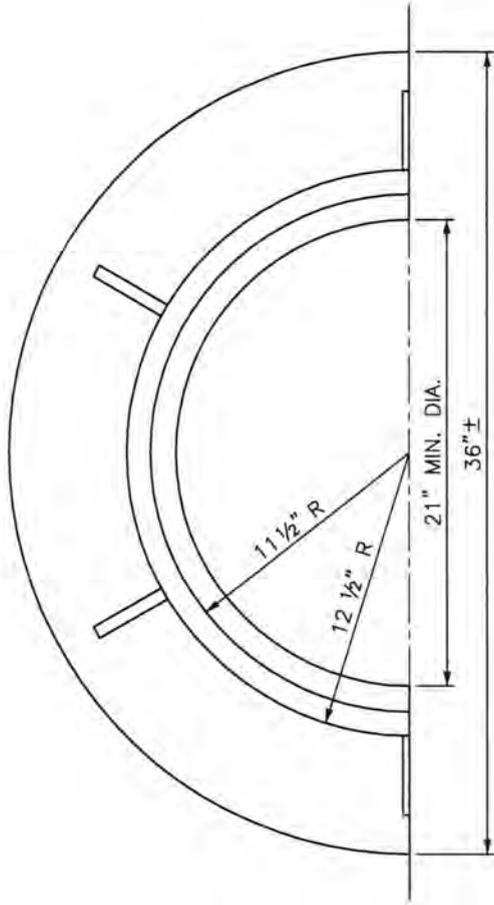
Prebid meeting attendees list attached.

Todd Slatin, Director  
Division of Procurement

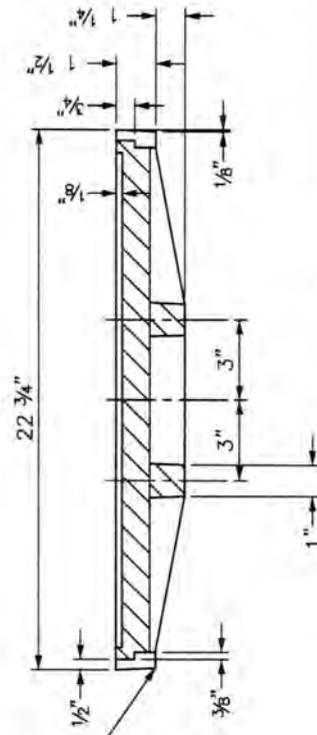
All other terms and conditions of the Bid and specifications are unchanged.  
This letter should be signed, attached to and become a part of your Bid.

COMPANY NAME: CITCO Water  
ADDRESS: 111 Patton Ct. Nicholasville KY 40356  
SIGNATURE OF BIDDER: [Handwritten Signature]





SET FRAME CASTING IN FULL MORTAR BED, FOR WATERTIGHT MANHOLE FRAME AND LID - SEE APPLICABLE STANDARD DRAWING



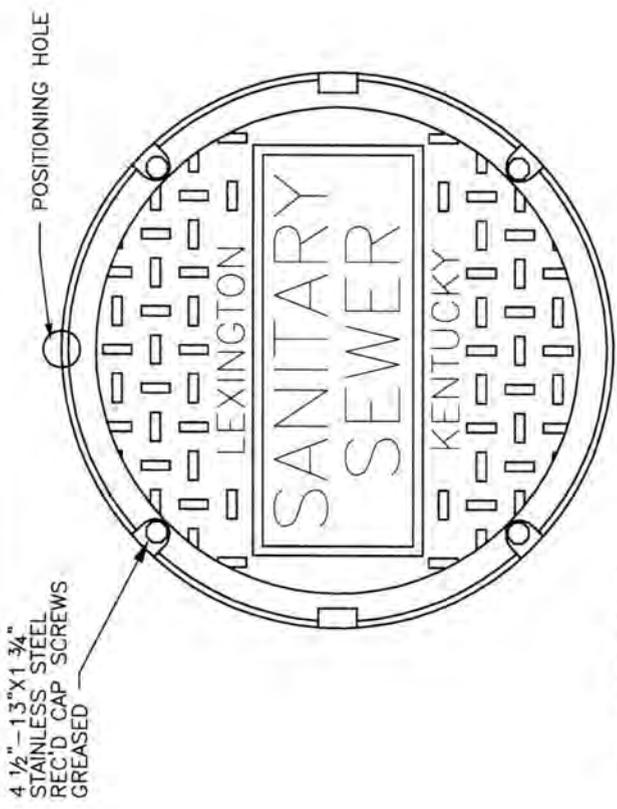
COVER DETAIL

NOTE:

MANHOLE FRAME & LID ASSEMBLY SHALL HAVE A MINIMUM LID WEIGHT OF 120 LBS. AND A TOTAL MINIMUM FRAME & LID WEIGHT OF 305 LBS. WITH ALL STEEL IN ACCORDANCE WITH ASTM A-48 CLASS 35 SPEC.

FRAME DETAIL

 <b>LEXINGTON</b>	DIVISION OF ENGINEERING
	STANDARD DRAWING NO. 220
STANDARD CIRCULAR MANHOLE FRAME & COVER	
APPROVAL:  URBAN COUNTY ENGINEER	DATE: 9/22/17
APPROVAL:  COMMISSIONER	DATE: 9/22/17

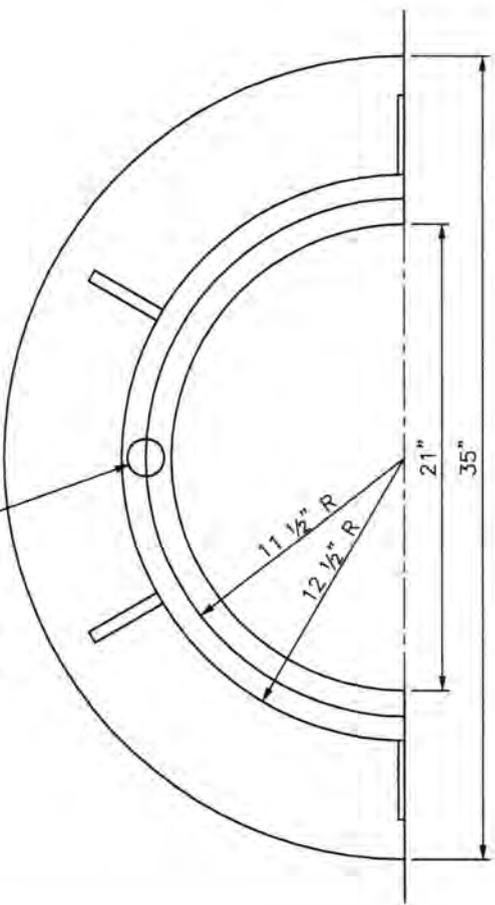


4 1/2" - 13" X 1 3/4" STAINLESS STEEL REC'D CAP SCREWS GREASED

POSITIONING HOLE

LEXINGTON  
KENTUCKY  
SANITARY  
SEWER

POSITION HOLE



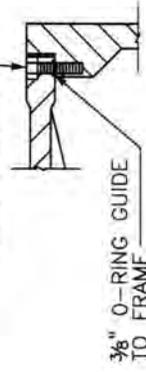
1 1/2"

12 1/2" R

21"

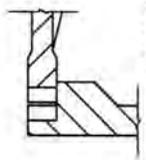
35"

4 - S.S. 3/8" DIA. BOLTS GREASED



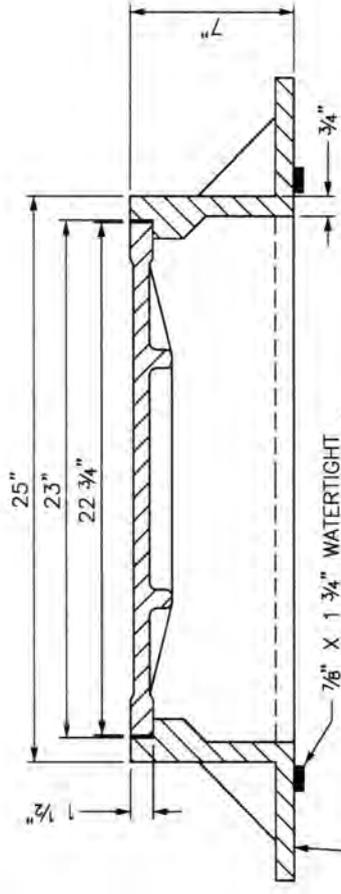
3/8" O-RING GUIDE TO FRAME

WATERTIGHT DETAIL



POSITIONING HOLE

COVER DETAIL



25"

23"

22 3/4"

1/2"

3/4"

1"

7/8" X 1 3/4" WATERTIGHT GASKET BETWEEN BOTTOM FRAME AND TOP OF BARREL

SET FRAME CASTING IN FULL MORTAR BED, FOR WATERTIGHT MANHOLE FRAME AND LID - SEE APPLICABLE STANDARD DRAWING.

FRAME DETAIL

 <b>LEXINGTON</b>	DIVISION OF ENGINEERING	
	STANDARD DRAWING NO. <b>222</b>	
STANDARD WATERTIGHT MANHOLE FRAME & COVER		
APPROVAL:	DATE: 9/22/17	DATE: 9/22/17
URBAN COUNTY ENGINEER: [Signature]	DATE: 9/22/17	DATE: 9/22/17
COMMISSIONER:		

**NOTE:**  
 MANHOLE FRAME & LID ASSEMBLY SHALL BE NEEHAH #R-1916-D OR APPROVED EQUAL, HAVE A MINIMUM LID WEIGHT OF 150 LBS. AND A TOTAL MINIMUM FRAME & LID WEIGHT OF 335 LBS. WITH ALL STEEL IN ACCORDANCE WITH ASTM A-48 CLASS 35 SPEC. OR HIGHER.

## Our History

**1931** - Charles Irving Thornburg created the C.I. Thornburg Company as the experts for pipe, Valves, and fittings in Huntington, West Virginia.

**1958** - Web Morrison purchased the company with the vision of providing contractors and municipalities everything they need to take water from the source, deliver it to the consumer, and return it back to the source.

**2020** - With Web's vision achieved, we renamed the company CITCO Water to reflect our growth and experience in the water and wastewater industry.

**2025** - It's an exciting position to be in-offering our customers a vast array of products and services, from chemicals, supplies, design expertise, smart technology, upgrades, repairs, to even investing in their infrastructure at no cost to them. We now have over 180 employees and eleven full-service branches that serve West Virginia, Kentucky, Tennessee, Indiana, North and South Carolina, and Southern Ohio.

**Tomorrow** - We will continue to expand our products and solutions to meet our customers ever-evolving needs.



## Solutions driven.

For the past 60 years, the Morrison family and generations of employees have carried out the goal by consistently developing new solutions for our customers.

Not only has CITCO Water remained family-owned and operated, we have continued the personal face-to-face customer relationships that we were founded on.

## Commitment given.

At CITCO Water, we listen to our customers. We know their problems and what keeps them awake at night. We strive to develop solutions to those challenges and more. After decades of experience, we are able to anticipate problems and develop unique solutions you don't even know you need yet.

Today, if you are in the water or wastewater business, we have every solution you need—chemicals, meters, engineering and technology, inventory management, Smart City capabilities, hardware, and repair.

# Technical Data Sheet

CitcoWater.com



CHEMICAL  
SOLUTIONS

## JACKPOT

odor control



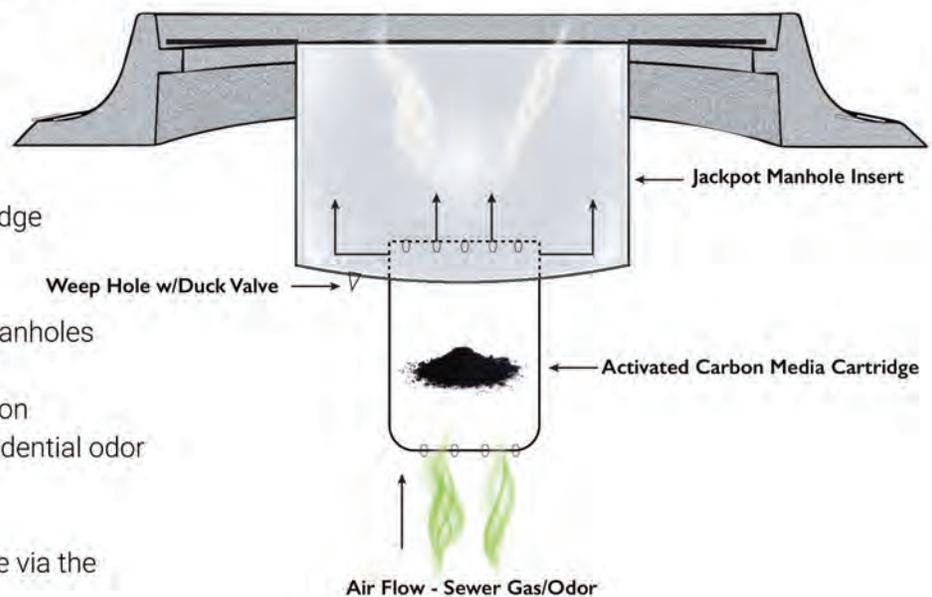
### Jackpot

#### Stainless Steel Odor Control Device

The Jackpot is a stainless steel odor control device designed to remove odor in the form of hydrogen sulfide, mercaptans, and organic odors that emanate from sewer manholes.

#### Features & Benefits

- Durable stainless steel construction
- Simple sewer manhole installation
- Replaceable activated carbon media cartridge
- No power supply needed
- Easily maintained and serviced
- Customizable - fits most sanitary sewer manholes
- Adequate space for H<sub>2</sub>S gas ppm testing
- Sanitary sewer odors removed by adsorption
- Prevents and resolves community and residential odor complaints
- Arrives on-site installation ready
- Inserted directly into the sewer conveyance via the manhole
- Eliminates sewer odors and rotten egg smell from municipal manholes
- Activated carbon media cartridges changed out quarterly by CITCO Water technicians



# Technical Data Sheet

CitcoWater.com



CHEMICAL  
SOLUTIONS

# JACKPOT

odor control

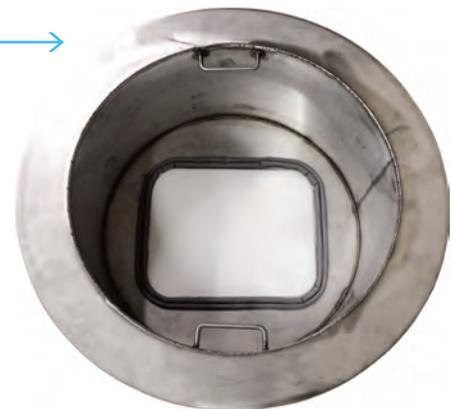


## Jackpot

Stainless Steel Odor Control Device

Manhole odor control insert

Activated Carbon and Media Cartridge



Collection System  
Field Installation



For additional service options including odor and hydrogen sulfide source testing, or any requests related to the specific needs of your site, contact your local CITCO Water Chemical Solutions Technical Consultant.



info@CitcoWater.com  
customerservice@CitcoWater.com  
800.999.3484

Jackpot

# CITCO WATER



## The Jackpot - Media Cartridge

### SAFETY DATA SHEET

Prepared in accordance with the United States Hazard Communication Standard: 29 CFR 1910.1200 (2012)

Revision date: 18-June-2019

#### 1. IDENTIFICATION OF THE SUBSTANCE/PREPARATION AND OF THE COMPANY/UNDERTAKING

Product name: Jackpot Media Cartridge

Synonyms: Activated carbon

Recommended use: For use with CITCO Water's Jackpot Media Cartridge. Liquid and vapor applications (purification, decolorization, separation, catalyst and deodorization)

Restrictions on use:

Supplier: No information available.

CITCO Water  
111 Patton Ct.  
Nicholasville, KY 40356  
Tel: 859.881.5422  
Fax: 859.881.8194

Emergency Telephone Number: US: CHEMTREC 1-800-424-9300

#### 2. HAZARDS IDENTIFICATION

##### Classification

OSHA Regulatory Status: This chemical is not considered hazardous by the United States 2012 OSHA Hazard Communication Standard (29 CFR 1910.1200).

##### Label Elements

Pictogram: None

Signal Word: None

Hazard statements: None

Hazards not otherwise classified (HNOC)

Odorless black granules or powder. Avoid contact with skin and eyes. Avoid breathing dust. Activated carbon (especially when wet) can deplete oxygen from air in enclosed spaces, and dangerously low levels of oxygen may result. Prior to entering a confined space that contains or previously contained activated carbon, the space should be evaluated for oxygen and carbon monoxide concentrations, and any other hazards, by a qualified person.

Workers should also take appropriate precautions when dealing with spent (used) activated carbons which may exhibit hazardous properties associated with the adsorbed materials.

Avoid dust formation. Powdered material may form an explosible dust-air mixture. If transferring product under pressure, avoid generation of dust if an ignition source is present.

Activated carbons have high surface area which may cause self-heating during oxidation. See Section 5.

Do not generate dust because airborne respirable crystalline silica may be generated.

Potential health effects

Principle Routes of Exposure:	Inhalation, Eye contact, Skin Contact
Eye Contact:	May cause mechanical irritation. Avoid contact with eyes.
Skin Contact:	May cause mechanical irritation. Avoid contact with skin.
Inhalation:	Dust may be irritating to respiratory tract. Provide appropriate local exhaust ventilation at machinery and at places where dust can be generated. See also Section 8.
Ingestion:	Adverse health effects are not known or expected under normal use.
Carcinogenicity:	See Section 11.
Target Organ Effects:	Lungs, Eyes, Skin
Medical Conditions Aggravated by Exposure:	Asthma, Respiratory disorder, Skin disorders
Potential Environmental Effects:	No special environmental precautions required. See also Section 12.

### 3. COMPOSITION/INFORMATION ON INGREDIENTS

Synonyms: Activated carbon.

Chemical name	CAS No	weight-%	Trade secret
Activated Carbon	7440-44-0	100	

This product, which is manufactured from a naturally occurring raw material(s), contains <10% total crystalline silica (quartz, CASRN 14808-60-7).

### 4. FIRST AID MEASURES

## FIRST AID MEASURES

Skin Contact	Wash thoroughly with soap and water. Seek medical attention if symptoms develop.
Eye contact	Flush eyes immediately with large amounts of water for 15 minutes. Seek medical attention if symptoms develop.
Inhalation	If cough, shortness of breath or other breathing problems occur, move to fresh air. Seek medical attention if symptoms persist. If necessary, restore normal breathing through standard first aid measures.
Ingestion	Do not induce vomiting. If conscious, give several glasses of water. Never give anything by mouth to an unconscious person.

### Most important symptoms and effects, both acute and delayed

Symptoms: The most important known symptoms and effects are described in Section 2 and/or in Section 11.

### Indication of any immediate medical attention and special treatment needed

Note to physicians: Treat symptomatically.

## 5. FIRE-FIGHTING MEASURES

Suitable Extinguishing Media:	Use foam, carbon dioxide (CO <sub>2</sub> ), dry chemical or water spray. A fog is recommended if water is used.
Unsuitable Extinguishing Media:	DO NOT USE a solid water stream as it may scatter and spread fire. In the event of a fire, spreading large amounts of activated carbon is not recommended due to the risk of creating uncontrolled dust emissions.
Specific hazards arising from the chemical:	Burning produces irritant fumes. If transferring product under pressure, avoid generation of dust if an ignition source is present.  Activated carbons have high surface area which may cause self-heating during oxidation. An adequate air gap between packages of activated carbon is recommended to reduce risk of propagation of the event. Activated carbon is difficult to ignite and tends to burn slowly (smolder) without producing smoke or flame.
Hazardous combustion products:	Used activated carbon may produce additional combustion products which are based on the substance(s) adsorbed. Materials allowed to smolder for long periods in enclosed spaces may produce amounts of carbon monoxide which reach the lower explosive limit (carbon monoxide LEL = 12.5% in air). Carbon monoxide (CO). Carbon dioxide (CO <sub>2</sub> ).
Protective equipment and precautions for firefighters:	In the event of fire, wear self-contained breathing apparatus. Wear suitable protective equipment.

## 6. ACCIDENTAL RELEASE MEASURES

### Personal precautions, protective equipment and emergency procedures

Personal precautions: Avoid dust formation. Ensure adequate ventilation. Use personal protective equipment. See also Section 8.

---

Environmental Precautions:

Environmental Precautions: No special environmental precautions required. Local authorities should be advised if significant spillages cannot be contained.

Methods and material for containment and cleaning up

Methods for containment: Prevent further leakage or spillage if safe to do so.

Methods for cleaning up: Avoid dry sweeping and use water spraying or vacuum cleaning systems to prevent airborne dust generation. Use of a vacuum with high efficiency particulate air (HEPA) filtration is recommended. Do not create a dust cloud by using a brush or compressed air. Pick up and transfer to properly labelled containers. Spent granular activated carbon may be recyclable. Dispose of virgin (unused) carbon (surplus or spillage) in a facility permitted for non-hazardous wastes. Spent (used) carbon should be disposed of in accordance with applicable laws. Do not reuse empty bags: dispose of in a facility permitted for non-hazardous wastes. See Section 13.

## 7. HANDLING AND STORAGE

Precautions for safe handling

Advice on safe handling: Avoid contact with skin and eyes. Avoid dust formation. Do not breathe dust. Provide appropriate local exhaust ventilation at machinery and at places where dust can be generated. Do not create a dust cloud by using a brush or compressed air. Dust may form explosible mixture in air.

Activated carbons have high surface area which may cause self-heating during oxidation. Take precautionary measures against static discharges. All metal parts of the mixing and processing equipment must be earthed/grounded. Ensure all equipment is electrically earthed/grounded before beginning transfer operations. Fine dust is capable of penetrating electrical equipment and may cause electrical shorts. If hot work (welding, torch cutting, etc.) is required the immediate work area must be cleared of product and dust.

Conditions for safe storage, including any incompatibilities

Storage Conditions: Keep in a dry, cool and well-ventilated place. Keep away from heat and sources of ignition. Do not store together with strong oxidizing agents. Keep in properly labeled containers. Activated carbon is difficult to ignite and tends to burn slowly (smolder) without producing smoke or flame. Dust deposits should not be allowed to accumulate on surfaces, as these may form an explosible mixture if they are released in the atmosphere in sufficient concentrations. Prior to entering a confined space that contains or previously contained activated carbon, the space should be evaluated for oxygen and carbon monoxide concentrations, and any other hazards, by a qualified person.

Incompatible materials: Strong oxidizing agents. Strong acids.

## 8. EXPOSURE CONTROLS/PERSONAL PROTECTION

Exposure guidelines: .

Exposure limits for components or similar components are stated below.

---

Dust, or Particulates Not Otherwise Specified:	Austria MAK:	10 mg/m <sup>3</sup> , STEL 2x30 min, Inhalable dust 5 mg/m <sup>3</sup> , TWA, Inhalable dust
	Belgium:	10 mg/m <sup>3</sup> , TWA, Inhalable 3 mg/m <sup>3</sup> TWA, Respirable
	Canada (Saskatchewan):	10 mg/m <sup>3</sup> , TWA, Inhalable 3 mg/m <sup>3</sup> TWA, Respirable
	China:	8 mg/m <sup>3</sup> , TWA 10 mg/m <sup>3</sup> , STEL
	France:	10 mg/m <sup>3</sup> , TWA Inhalable dust 5 mg/m <sup>3</sup> , TWA Respirable dust
	Germany - TRGS 900:	10 mg/m <sup>3</sup> , TWA, Inhalable 3 mg/m <sup>3</sup> , Respirable fraction
	Hong Kong:	10 mg/m <sup>3</sup> , TWA
	Ireland:	10 mg/m <sup>3</sup> , TWA, Total inhalable 4 mg/m <sup>3</sup> , TWA, Respirable
	Italy:	10 mg/m <sup>3</sup> , TWA, Inhalable 3 mg/m <sup>3</sup> , TWA, Respirable
	Japan:	3 mg/m <sup>3</sup> TWA, Respirable
	Malaysia:	10 mg/m <sup>3</sup> , TWA, Inhalable 3 mg/m <sup>3</sup> , TWA, Respirable
	The Netherlands:	3.5 mg/m <sup>3</sup> , Inhalable
	Spain:	10 mg/m <sup>3</sup> , VLA, Inhalable 3 mg/m <sup>3</sup> , VLA, Respirable
	Sweden:	10 mg/m <sup>3</sup> , NGV, Total inhalable 5 mg/m <sup>3</sup> , NGV, Respirable
	United Kingdom - WEL:	10 mg/m <sup>3</sup> , TWA, Total Inhalable dust 4 mg/m <sup>3</sup> , TWA, Respirable dust
	US ACGIH - PNOS:	10 mg/m <sup>3</sup> , TWA, Inhalable 3 mg/m <sup>3</sup> , TWA, Respirable
	US OSHA - PEL:	15 mg/m <sup>3</sup> , TWA, Total dust 5 mg/m <sup>3</sup> , TWA, Respirable

Silica, Crystalline (Quartz) CAS RN 14808-60-7:	Austria MAK:	0.15 mg/m <sup>3</sup> , TWA (Respirable)
	Belgium:	0.1 mg/m <sup>3</sup> , TWA (Alveolar fraction)
	Denmark:	0.1 mg/m <sup>3</sup> , TWA (Respirable)
	Finland:	0.05 mg/m <sup>3</sup> , TWA (Respirable)
	France:	0.1 mg/m <sup>3</sup> , VME (Alveolar fraction)
	Ireland:	0.1 mg/m <sup>3</sup> , TWA (Respirable)
	Italy:	0.025 mg/m <sup>3</sup> , TWA (Respirable)
	Japan:	(3 mg/m <sup>3</sup> )/( 1.19%SiO <sub>2</sub> + 1) (Respirable)
	Switzerland:	0.15 mg/m <sup>3</sup> , TWA (Respirable)
	UK WEL:	0.1 mg/m <sup>3</sup> , TWA (Respirable)
	US OSHA PEL:	(10 mg/m <sup>3</sup> ) / (%SiO <sub>2</sub> + 2) (Respirable) (30 mg/m <sup>3</sup> )/( %SiO <sub>2</sub> + 2) (Total)
	US ACGIH TLV:	0.025mg/m <sup>3</sup> (Respirable)

MAK: Maximale Arbeitsplatzkonzentration (Maximum Workplace Concentration)

NGV: Nivå Gräns Värde (Level Limit Value)

PEL: Permissible Exposure Limit

STEL: Short Term Exposure Limit

TLV: Threshold Limit Value

TRGS: Technische Regeln für Gefahrstoffe (Technical Rule for Hazardous Materials)

TWA: Time Weighted Average

US ACGIH: United States American Conference of Governmental Industrial Hygienists

US OSHA: United States Occupational Safety and Health Administration

VLA: Valore Limite Ambientales (Environmental Limit Value)

WEL: Workplace Exposure Limit

**Engineering Controls:** Ensure adequate ventilation to maintain exposures below occupational limits. Provide appropriate local exhaust ventilation at machinery and at places where dust can be generated.

#### Personal protective equipment [PPE]

**Respiratory Protection:** Approved respirator may be necessary if local exhaust ventilation is not adequate.

**Hand Protection:** Wear suitable gloves.

**Eye/face Protection:** Wear eye/face protection. Wear safety glasses with side shields (or goggles).

**Skin and Body Protection:** Wear suitable protective clothing. Wash clothing daily. Work clothing should not be allowed out of the workplace.

**Other:** Handle in accordance with good industrial hygiene and safety practice. Emergency eyewash and safety shower should be located nearby.

## 9. PHYSICAL AND CHEMICAL PROPERTIES

*Information given is based on data obtained from this substance or from similar substances.*

Physical State:	Solid	Odor:	Generally odorless. May produce slight sulfur smell when wet.
Appearance:	Granular	Odor threshold:	Not Applicable
Color:	Black		

<u>Property</u>	<u>Values</u>	<u>Remarks • Method</u>
pH:		Not Applicable
Melting point/freezing point:		Not Applicable
Boiling point / boiling range:		Not Applicable
Evaporation Rate:		Not Applicable
Vapor pressure:		Not Applicable
Vapor Density:		Not Applicable
Density:		No information available
Bulk Density:	21 - 34 lbs/ft <sup>3</sup>	
Specific Gravity at 20°C:		No information available
Water solubility:		Insoluble
Solubility(ies):		No information available
Partition Coefficient (n-octanol/water):		No information available
Decomposition temperature:		No information available
Viscosity:		No information available
Kinematic viscosity:		No information available
Dynamic viscosity:		No information available
Oxidizing Properties:		Not Applicable
Softening point:		No information available
VOC content (%):		Not Applicable
% Volatile (by Volume):		No information available
% Volatile (by Weight):		No information available
Surface Tension:		No information available
Explosive properties:		Dust may form explosible mixture in air
Flash Point:		Not Applicable
Flammability (solid, gas):		No information available
Flammability Limit in Air:		No information available
Explosion Limits in Air - Upper (g/m <sup>3</sup> ):		No information available
Explosion Limits in Air - Lower (g/m <sup>3</sup> ):	50 g/m <sup>3</sup>	ASTM E-1515
Autoignition Temperature:		No information available
Minimum Ignition Temperature:	480 - 500 °C	ASTM E-1491
Minimum Ignition Energy:	> 500 mJ	ASTM E-2019 and IEC 61241-2-3
Ignition Energy:		No information available
Maximum Absolute Explosion Pressure:	7.9 bar	ASTM E-1226
Maximum Rate of Pressure Rise:	415 bar/sec	ASTM E-1226
Burn Velocity:		No information available
Kst Value:	113 bar.meter/second	ASTM E-1226
Dust Explosion Classification:	ST1	

## 10. STABILITY AND REACTIVITY

Reactivity:	May react exothermically upon contact with strong oxidizers.
Stability:	Stable under recommended handling and storage conditions.
Possibility of hazardous reactions:	None under normal processing.
Hazardous polymerization:	Hazardous polymerization does not occur.

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Conditions to avoid:	Keep away from heat and sources of ignition. Avoid dust formation. Activated carbon (especially when wet) can deplete oxygen from air in enclosed spaces, and dangerously low levels of oxygen may result.  Activated carbons have high surface area which may cause self-heating during oxidation.
Incompatible materials:	Strong oxidizing agents. Strong acids.
Explosion data	See also Section 9.
Sensitivity to Mechanical Impact:	None.
Sensitivity to Static Discharge:	Dust may form explosible mixture in air. Do not create a dust cloud by using a brush or compressed air.
Hazardous decomposition products:	Used activated carbon may produce additional combustion products which are based on the substance(s) adsorbed. Materials allowed to smolder for long periods in enclosed spaces may produce amounts of carbon monoxide which reach the lower explosive limit (carbon monoxide LEL = 12.5% in air). Carbon oxides.

## 11. TOXICOLOGICAL INFORMATION

*Information given is based on data obtained from this substance or from similar substances.*

Acute toxicity

Not classified.

Oral LD50:	LD50/oral/rat = >2000 mg/kg. (OECD 423).
Inhalation LC50:	LC50/inhalation/1h/rat = >8.5 mg/L (OECD 403)
Dermal LD50:	Absorption highly unlikely, no health effects known.

Skin corrosion/irritation: Not classified  
Skin irritation test, rabbit (OECD 404): Not irritating

Serious eye damage/eye irritation: Not classified. Eye irritation test, rabbit (OECD 405): Not irritating.

Sensitization: Not classified. Not sensitizing based on Local Lymph Node Assay (OECD 429).

Mutagenicity: Not classified.  
- Gene mutation in bacteria (Bacterial Reverse Mutation Assay/Ames) (OECD 471): not mutagenic.  
- In vitro Mammalian Chromosome Aberration Test (OECD 473): not clastogenic.  
- In vitro Mammalian Cell Gene Mutation Test (OECD 476): non-mutagenic.

Carcinogenicity: Not classified.  
  
Contains a component (crystalline silica) that is listed by IARC as group 1, by ACGIH as group A2, and by NTP as a known human carcinogen.

---

Reproductive Toxicity:	Not classified. Repeated dose inhalation toxicity test showed no reproductive target organ effects, and a toxicokinetic study showed no product migration to reproductive organs.
STOT - single exposure:	Not classified.
STOT - repeated exposure:	Not classified. Repeated dose toxicity study, inhalation (rat) 90 days (OECD 413): NOAEC 7.29 mg/m <sup>3</sup> (respirable). This test was conducted on activated carbon containing negligible crystalline silica; therefore activated carbon itself is not classified for STOT-RE. Although respirable crystalline silica is classified as STOT-RE1, this product contains <1% respirable crystalline silica, therefore it is not classified for STOT-RE.
Aspiration Hazard:	Based on industrial experience and available data, no aspiration hazard is expected.

## 12. ECOLOGICAL INFORMATION

*Information given is based on data obtained from this substance or from similar substances.*

Aquatic Toxicity:	Non toxic. The substance is highly insoluble in water and the substance is unlikely to cross biological membranes. No adverse ecological effects are known.
Terrestrial Toxicity:	Earthworm reproduction study (OECD 222), NOAEC for body weight reduction 1000 mg/kg soil; NOAEC for reproduction 3200 mg/kg soil. Non toxic in soil.

### ENVIRONMENTAL FATE

Persistence and degradability	Not expected to degrade
Bioaccumulation	Not expected due to physicochemical properties of the substance.
Mobility:	Not expected to migrate. Insoluble.
Distribution to Environmental Compartments:	Insoluble. Expected to remain on soil surface.
Other adverse effects:	No information available.

## 13. DISPOSAL CONSIDERATIONS

Disclaimer: Information in this section pertains to the product as shipped in its intended composition as described in Section 3 of this SDS. Contamination or processing may change waste characteristics and requirements. Regulations may also apply to empty containers, liners or rinsate. State/provincial and local regulations may be different from federal regulations.

RCRA:	Unused product is not a hazardous waste under U.S. RCRA, 40 CFR 261. Spent (used) product may be hazardous based on the substance adsorbed.
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## Disposal of wastes

Activated carbon, in its original state, is not a hazardous material or hazardous waste. Follow applicable regulations for waste disposal.

Spent (used) activated carbon may be classified as a hazardous waste depending upon its use, the substance(s) adsorbed, and how it is ultimately managed. Follow applicable regulations for disposal.

Recycling (reactivation) may be a viable alternative to disposal. Dust formation from residues in packaging should be avoided and suitable worker protection assured. Store used packaging in enclosed receptacles.

#### 14. TRANSPORT INFORMATION

Not classified as dangerous in the meaning of transport regulations.

DOT

UN/ID no	Not regulated
Proper Shipping Name	Not regulated
Hazard Class	Not regulated
Packing group	Not regulated

ICAO (air)

UN/ID no	Not regulated
Proper Shipping Name	Not regulated
Hazard Class	Not regulated
Packing group	Not regulated

IATA

UN/ID no	Not regulated
Proper Shipping Name	Not regulated
Hazard Class	Not regulated
Packing group	Not regulated

IMDG

UN/ID no	Not regulated
Proper Shipping Name	Not regulated
Hazard Class	Not regulated
Packing group	Not regulated

RID

UN/ID no	Not regulated
Proper Shipping Name	Not regulated
Hazard Class	Not regulated
Packing group	Not regulated

ADR

UN/ID no	Not regulated
Proper Shipping Name	Not regulated
Hazard Class	Not regulated
Packing group	Not regulated

## 15. REGULATORY INFORMATION

*Hazard Classification*

United States - OSHA (29 CFR 1910.1200): Not Hazardous

Canada - WHMIS Classification (CPR, SOR/88-66): Not controlled

This product has been classified in accordance with the hazard criteria of the Controlled Products Regulations and the M/SDS contains all the information required by the Controlled Products Regulations.

Chemical name	WHMIS - Ingredient Disclosure
Quartz (respirable) 14808-60-7	1

*International Inventories*

TSCA - United States Toxic Substances Control Act Section 8(b) Inventory	Complies
DSL/NDSL - Canadian Domestic Substances List/Non-Domestic Substances List	Complies
EINECS/ELINCS - European Inventory of Existing Chemical Substances/European List of Notified Chemical Substances	Complies
ENCS - Japan Existing and New Chemical Substances	Complies
IECSC - China Inventory of Existing Chemical Substances	Complies
KECL - Korean Existing and Evaluated Chemical Substances	Complies
PICCS - Philippines Inventory of Chemicals and Chemical Substances	Complies
AICS - Australian Inventory of Chemical Substances	Complies
NZIoC - New Zealand Inventory of Chemicals	Complies
TCSI - Taiwan Chemical Substance Inventory	Complies

*US Federal Regulations*TSCA Section 12(b) Export Regulations:

This product does not contain any components that are subject to TSCA 12(b) Export Notification

SARA 311/312 Hazard Categories

Acute Health Hazard	NO
Chronic Health Hazard	NO
Fire hazard	NO
Sudden release of pressure hazard	NO
Reactive Hazard	NO

Clean Air Act Amendments of 1990(CAA, Section 112, 40 CFR 82):

This product does not contain any components listed as a Hazardous Air Pollutant, Flammable Substance, Toxic Substance, or Class 1 or 2 Ozone Depletor

CWA (Clean Water Act)

This product does not contain any substances regulated as pollutants pursuant to the Clean Water Act (40 CFR 122.21 and 40 CFR 122.42).

CERCLA

This material, as supplied, does not contain any substances regulated as hazardous substances under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (40 CFR 302) or the Superfund Amendments and Reauthorization Act (SARA) (40 CFR 355). There may be specific reporting requirements at the local, regional, or state level pertaining to releases of this material.

*US State Regulations*California Proposition 65

This product contains the following Proposition 65 chemicals.

Chemical name	California Proposition 65
Quartz (respirable) 14808-60-7 (<10)	Carcinogen

*U.S. State Right-to-Know Regulations*

Chemical name	New Jersey	Massachusetts	Pennsylvania	Louisiana:
Quartz (respirable) 14808-60-7	X	X	X	

## 16. OTHER INFORMATION

Disclaimer:

The information set forth is based on information that CITCO Water believes to be accurate. No warranty, expressed or implied, is intended. The information is provided solely for your information and consideration and CITCO Water assumes no legal responsibility for use or reliance thereon.

Prepared by:

CITCO Water - Safety, Health and Environmental Affairs 18-

Revision date:

June-2019

End of Safety Data Sheet



To: LFUCG

Re: ITB: #11-2025 Manhole Odor Control Inserts

Bid Opening: 2/24/2025 at 2:00 PM – IonWave

Experience (Customer References):

1. Richmond Utilities (KY) – Wade Johnson – [wjohnson@richmondutilities.com](mailto:wjohnson@richmondutilities.com)
2. Citizens Westfield (IN) – Daniel Powers – [dpowers@citizensenergygroup.com](mailto:dpowers@citizensenergygroup.com)
3. City of Mt. Washington (KY) – Wayne Votaw – [wwotaw@mtwky.org](mailto:wwotaw@mtwky.org)

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[CitcoWater.com](http://CitcoWater.com)

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
Huntington, WV

Plan Date: 01/01/2025

1.1A - Executives		EEO: Executives/Senior Level Officials and Managers									
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Pacific Islander	Native American	Two or More	Minority
Executive Officer	15	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0		
Chief Operating Officer	21	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0		
Chief Financial Officer (+)	21	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0		
Chief Executive Officer (+)	21	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0		
<b>Summary of 1.1A - Executives</b>		4	3	3	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	

## EXHIBIT A PROVIDED AS SUPPORTING DOCUMENTATION

(+) indicates this job contains employees who are included from another facility.

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
Huntington, WV

Plan Date: 01/01/2025

1.1B - Top Officials		EEO: Executives/Senior Level Officials and Managers									
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Pacific Islander	Native American	Two or More	Minority
Chief Procurement Officer (+)	10	1	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0
Chief Values Officer (+)	12	1	0 1	0 1	0 0	0 0	0 0	0 0	0 0	0 0	0
Controller	12	1	0 1	0 1	0 0	0 0	0 0	0 0	0 0	0 0	0
Chief Sales Officer (+)	14	1	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0
Chief Technology Officer	15	1	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0
VP of Corporate Development (+)	18	1	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0
<b>Summary of 1.1B - Top Officials</b>		6	4 2	4 2	0 0	0 0	0 0	0 0	0 0	0 0	0

(+) indicates this job contains employees who are included from another facility.

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
Huntington, WV

Plan Date: 01/01/2025

1.2A - Officials and Sr Managers		EEO: First/Mid-Level Officials and Managers									
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Pacific Islander	Native American	Two or More	Minority
Customer Experience Manager (+)	07	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0
CLEAN Programs/Water Chemistry Brand Manager	07	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0
Regional Municipal Sales Manager (+)	08	3	3	3	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0
Director of Safety and Compliance (+)	09	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0
VP of Operations - Aulick (+)	11	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0
Regional Director of Operations (+)	11	3	3	3	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0
Chief Revenue Officer - Aulick (+)	11	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0
Smart Infrastructure Brand Manager (+)	11	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0
Engineered Solutions Brand Manager	14	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0
Contractor Sales Brand Manager (+)	14	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0
President - Aulick (+)	20	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0

(+) indicates this job contains employees who are included from another facility.

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
Huntington, WV

Plan Date: 01/01/2025

1.2A - Officials and Sr Managers		EEO: First/Mid-Level Officials and Managers									
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Pacific Islander	Native American	Two or More	Minority
<b>Summary of 1.2A - Officials and Sr Managers</b>		15	14	14	0	0	0	0	0	0	0
			1	1	0	0	0	0	0		

(+) indicates this job contains employees who are included from another facility.

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
Huntington, WV

Plan Date: 01/01/2025

1.2B - Managers		EEO: First/Mid-Level Officials and Managers									
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Pacific Islander	Native American	Two or More	Minority
Systems Manager (+)	07	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
GM-Aulick (+)	08	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Branch Manager (+)	09	7	7	7	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
<b>Summary of 1.2B - Managers</b>		9	9	9	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	

(+) indicates this job contains employees who are included from another facility.

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
Huntington, WV

Plan Date: 01/01/2025

2A - Professionals		EEO: Professionals									
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Pacific Islander	Native American	Two or More	Minority
Human Resources Generalist (+)	05	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Procurement Specialist	05	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
TAP Intern	06	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Staff Accountant	06	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Branch Coordinator (+)	06	2	1	1	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Branch Office Manager (+)	07	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Network Manager/IT Specialist (+)	07	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Senior Procurement Specialist (+)	07	2	1	1	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Marketing Director (+)	07	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
CITCO Care Brand Manager	08	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Sales Engineer	09	2	2	2	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
PLC Programmer (+)	09	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	

(+) indicates this job contains employees who are included from another facility.

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
Huntington, WV

Plan Date: 01/01/2025

2A - Professionals		EEO: Professionals									
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Pacific Islander	Native American	Two or More	Minority
Business Development Manager	09	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Integration and Solutions Specialist	11	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
<b>Summary of 2A - Professionals</b>		17	10	10	0	0	0	0	0	0	0
			7	7	0	0	0	0	0	0	

(+) indicates this job contains employees who are included from another facility.

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
Huntington, WV

Plan Date: 01/01/2025

3A - Technicians		EEO: Technicians									
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Pacific Islander	Native American	Two or More	Minority
Drafting	06	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0
<b>Summary of 3A - Technicians</b>		1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0

(+) indicates this job contains employees who are included from another facility.

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
Huntington, WV

Plan Date: 01/01/2025

4A - Sales Workers		EEO: Sales Workers									
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Pacific Islander	Native American	Two or More	Minority
Contractor Sales Representative (+)	05	4	4	4	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Customer Support Representative (+)	06	2	2	2	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Inside Sales Representative (+)	06	5	3	3	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	
Sales Assistant (+)	06	1	1	0	0	1	0	0	0	0	1
			0	0	0	0	0	0	0	0	
Project Estimator (+)	07	5	5	4	1	0	0	0	0	0	1
			0	0	0	0	0	0	0	0	
Senior Project Estimator (+)	07	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Municipal Sales Representative (+)	07	13	12	11	1	0	0	0	0	0	1
			1	1	0	0	0	0	0	0	
Chemical Solutions Technical Specialist (+)	07	6	5	5	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Project Manager (+)	08	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Sensus Specialist (+)	08	3	3	3	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Customer Service/Inside Sales Support (+)	08	1	1	0	0	1	0	0	0	0	1
			0	0	0	0	0	0	0	0	
Sales Director (+)	21	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	

(+) indicates this job contains employees who are included from another facility.

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
Huntington, WV

Plan Date: 01/01/2025

4A - Sales Workers		EEO: Sales Workers									
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Pacific Islander	Native American	Two or More	Minority
<b>Summary of 4A - Sales Workers</b>		43	39	35	2	2	0	0	0	0	4
			4	4	0	0	0	0	0		

(+) indicates this job contains employees who are included from another facility.

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
Huntington, WV

Plan Date: 01/01/2025

<i>4B - Sales Workers Specialists</i>		<b>EEO: Sales Workers</b>									
<b>Title</b>	<b>Salary</b>	<b>Total</b>	<b>Male Female</b>	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>Pacific Islander</b>	<b>Native American</b>	<b>Two or More</b>	<b>Minority</b>
Sensus Specialist Project Manager (+)	08	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0
<b>Summary of 4B - Sales Workers Specialists</b>		1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0

(+) indicates this job contains employees who are included from another facility.

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
Huntington, WV

Plan Date: 01/01/2025

<i>5A - Administrative Support</i>		<b>EEO: Administrative Support Workers</b>									
<b>Title</b>	<b>Salary</b>	<b>Total</b>	<b>Male Female</b>	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>Pacific Islander</b>	<b>Native American</b>	<b>Two or More</b>	<b>Minority</b>
Office Intern	03	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0
Office Administrator (+)	04	1	0	0	0	0	0	0	0	0	1
			1	0	0	0	1	0	0	0	0
Customer Billing Specialist	04	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0
Accounts Receivable Specialist	04	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0
Accounts Payable Specialist (+)	05	2	1	0	1	0	0	0	0	0	1
			1	1	0	0	0	0	0	0	0
<b>Summary of 5A - Administrative Support</b>		<b>6</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
			<b>5</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

(+) indicates this job contains employees who are included from another facility.

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
Huntington, WV

Plan Date: 01/01/2025

6A - Craft Workers		EEO: Craft Workers									
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Pacific Islander	Native American	Two or More	Minority
Mechanical Service - Trainee	04	1	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0
PM Program Technician (+)	04	1	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0
Systems Technician (+)	05	1	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0
Electrical Instrumentation Technncian-Trainee	06	1	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0
Electrical Instrumentation Technician-Class B	06	1	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0
Mechanical Serviceman-Class B (+)	06	1	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0
Senior Systems Technician (+)	06	1	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0
Electrical Instrumentation Technician (+)	07	3	2 1	2 1	0 0	0 0	0 0	0 0	0 0	0 0	0
Mechanical Serviceman-Class A	07	1	1 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0
<b>Summary of 6A - Craft Workers</b>		11	10 1	10 1	0 0	0 0	0 0	0 0	0 0	0 0	0

(+) indicates this job contains employees who are included from another facility.

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
Huntington, WV

Plan Date: 01/01/2025

7A - Operatives		EEO: Operatives									
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Pacific Islander	Native American	Two or More	Minority
Assistant Manufacturing Operator (+)	04	2	2	2	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Manufacturing Operator (+)	04	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Manufacturing Team Lead (+)	05	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Operations Team Leader (+)	05	1	1	0	1	0	0	0	0	0	1
			0	0	0	0	0	0	0	0	
Warehouse/Driver (+)	05	5	5	4	1	0	0	0	0	0	1
			0	0	0	0	0	0	0	0	
Warehouseman/Driver (+)	05	11	11	8	2	0	0	0	1	0	3
			0	0	0	0	0	0	0	0	
Truck Driver (+)	06	9	9	9	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Driver/Warehouse (+)	06	11	11	10	1	0	0	0	0	0	1
			0	0	0	0	0	0	0	0	
Senior Warehouse (+)	06	6	6	6	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Warehouse/Driver Team Leader	06	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Warehouse Supervisor-Counter Sales (+)	06	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	

(+) indicates this job contains employees who are included from another facility.

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
Huntington, WV

Plan Date: 01/01/2025

7A - Operatives		EEO: Operatives									
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Pacific Islander	Native American	Two or More	Minority
<b>Summary of 7A - Operatives</b>		49	49	43	5	0	0	0	1	0	6
			0	0	0	0	0	0	0	0	

(+) indicates this job contains employees who are included from another facility.

# Job Group Analysis

CITCO Water (C.I. Thornburg Co)  
 Huntington, WV

Plan Date: 01/01/2025

Title	Total	Male Female	White	Black	Hispanic	Asian	Pacific Islander	Native American	Two or More	Minority
<i>Summary</i>	162	141	130	8	2	0	0	1	0	12
		21	20	0	0	1	0	0	0	

(+) indicates this job contains employees who are included from another facility.