

City of Central Point Public Works Department
REQUEST FOR PROPOSAL
Residential Backflow Testing

REPLY REQUESTED NO LATER THAN 4:00 P.M. PST on Wednesday, January 20, 2016.

The City of Central Point is interested in obtaining written proposals from licensed, certified backflow testers to perform residential backflow testing, maintenance and reporting for the City of Central Point.

Project Description

The City of Central Point has adopted a program whereby the City of Central Point will contract with licensed, qualified backflow testers for the purpose of conducting annual testing, reporting, maintenance and any necessary re-testing of residential backflow devices.

Contractor will coordinate scheduling and program implementation with the City. Contractor shall supply all labor, transportation, equipment, materials and tools necessary to complete the scope of service included in this Request for Proposal (RFP). Contractor must secure and maintain all certification, licenses and insurance as required by the contract.

Backflow Assembly Information

The City's master list is a detailed listing of backflow assemblies due for testing will be provided at the beginning of the contract period. Data provided for each assembly will include the customer's name, address, general location, make, model, size serial number and last test date. Additional new and/or existing assemblies will be added as they are identified through the residential inspection program.

Customers will remain responsible for providing clear access to the assembly for testing and maintenance; however, minor cleanout of backflow assembly boxes is considered a routine maintenance function by the Contractor, to ensure prompt testing of backflow assemblies.

Confined space entry is not required; however, some assemblies may be difficult to access, and a reasonable attempt to access by the contractor is expected.

Licensing, Certification and Insurance Requirements

Contractors and/or applicable employees shall secure and maintain in good standing through the term of the contract: State of Oregon Backflow Assembly Tester Certification, City of Central Point Business License, Valid Oregon Driver's License, licensing with the State of Oregon Construction Contractor's Board and Landscape Contractor's Board (if applicable) as required

by ORS 448.279(2), and any other certifications or licensing that may be required to perform the scope of services herein.

Contractor shall provide the City upon execution of the Agreement and prior to performing any work, a certificate of insurance meeting the requirements set forth below (Certificate).

- (a) Commercial General Liability with a limit of at least \$1,000,000 per occurrence, with a \$2,000,000 annual aggregate.
- (b) Workers' Compensation as required by applicable statutory law.
- (c) Business Automobile Liability with a limit of at least \$1,000,000 per occurrence.

All insurance coverages indicated above must be underwritten by insurers licensed to do business in the state in which the Contractor performs its services, and insurers must maintain an A.M. Best Rating of A X or better.

The City of Central Point shall be named as an "Additional Insured" under the Commercial General Liability policy carried by Contractor via Additional Insured Endorsement attached to the Certificate. In addition, the policy shall be endorsed to state that the coverage extended to the City shall be primary and non-contributory with any insurance coverages maintained by the City. The Certificate shall specify that the above policies may not be canceled nor the coverages reduced without providing the City (30) thirty days prior written notice by registered mail. Renewal Certificates and endorsements must be issued immediately upon renewal of all policies. Certificates should be mailed to the City of Central Point, Attn. Karen Roeber, 140 S. 3rd Street, Central Point Oregon, 97501.

The fulfillment of the insurance obligations shall not otherwise relieve Contractor of any liability assumed under this Agreement, in any way modified, or limit Contractors' obligation to indemnify the City hereunder.

Scope of Services

1. Labor, Transportation, Equipment, Materials and Tools

Contractor shall supply all labor, transportation, equipment, materials and tools necessary to complete the scope of services in the contact.

Contractor is expected to maintain a reasonable inventory of common maintenance materials and to facilitate timely maintenance to minimize customer inconvenience.

Only qualified contractors with current State of Oregon Backflow Assembly Tester Certification shall perform testing and maintenance work.

Contractor shall perform testing work and maintain test gauge equipment in accordance with requirements of OAR 333-061-0070 through 0072.

Contractor is required to have personal identification or business cards to provide customers.

2. Testing, Maintenance and Re-Test Services Process

(a) Perform Backflow Assembly Tests

Perform the routine annual test as per schedule for each backflow assembly identified on the City's master list, as well as any additional residential backflow assemblies assigned by the City.

(b) Perform Backflow Assembly Maintenance

Perform maintenance services for all backflow assemblies that fail the routine annual test; if maintenance can be performed, re-test the assembly after maintenance has been completed. Maintenance service is intended to include flushing and cleaning, and the replacement of worn or damaged parts. Shut-off valves or assembly body replacements are not covered in this scope of work and remain the responsibility of the owner. The contractor must provide all required materials; the City will reimburse contractor for materials as per contract. Contractor shall make reasonable efforts to maintain an adequate inventory of maintenance materials and shall minimize costs through wholesale purchasing.

(c) Install Plugs & Caps

Install approved water-tight plugs or caps in all test cocks for each assembly that does not have plugs or caps installed.

(d) Identification Tags

Complete and attach the City of Central Point residential program identification tag with test record information to each assembly.

(e) Complete Backflow Assembly Test Reports

The Contractor will provide, complete, and submit Backflow Assembly Test Report Forms to the City within ten (10) workdays of testing. Contractor shall also supply a completed copy of the test report to customers upon request. If an assembly fails, the Contractor must highlight that information when submitting a test report to the City. The Contractor may also be required to provide the City with supplemental data such as water meter numbers and detailed location information.

(f) Inspection of Work and Follow-up

Contractor shall be subject to periodic work inspections by City staff, which may include observation of Contractor's testing procedures and customer contact activities, gauge and equipment inspection, verification of current licenses, certification, and insurance coverage, review of site conditions, and interviews with customers regarding the quality of work.

3. Scheduling, Coordination and Customer Service

(a) Testing Schedule

The testing and/or maintenance/re-test of residential backflow assemblies identified on the City's master list will begin on or about February 1, 2016 and will continue through November 30, 2016. Each assembly on the list will be tested once per year or as requested by the City. Consideration may be given for special circumstances or weather conditions that may affect the specified completion dates.

(b) Additional Assemblies

Additional assemblies will be added periodically throughout the contract period and shall be tested within thirty (30) days of receipt.

(c) Coordination

Contractor shall communicate with customer and coordinate the testing schedule to facilitate any advanced customer notifications as deemed necessary by the City. Periodic status reports may also be required.

(d) Follow-up Response

Contractor shall be available to promptly respond to and resolve customer concerns, complaints, or emergency situations that may arise regarding workmanship.

(e) Customer Contacts and Communications

Most assemblies are privately owned and located on private property. Contractor will work with the City to develop and implement an acceptable customer contact and communications protocol. Contractor availability and coordination with backflow assembly owners for access and/or interruption of water service is essential. Contractor is required to carry identification card(s) or badge(s) when working on private property.

(f) Damages to Private Property

Contractor shall exercise care to avoid damage to plants or landscaping; site cleanup after services are performed is essential. Contractor shall be responsible for damages to customer property, including plumbing, valve boxes, landscape, and/or any consequential damages that may result from the contractor's work.

(g) Customer Satisfaction

Contractor is expected to maintain a professional appearance, represent the City's program in a professional and courteous manner, and make all reasonable efforts to accommodate customers with the services performed.

Measurement and Payment

Contractor shall submit an invoice on or about the 25th day of each month, detailing the number of tests, the number of maintenance/re-tests, maintenance materials and plugs/caps installed. The routine annual tests and maintenance/re-tests shall be compensated at the fixed-rate charge submitted in the proposal. Maintenance materials shall be itemized and invoiced at cost plus 10%; contractor shall provide receipts for the cost of parts. Only assemblies with completed test reports submitted will be eligible for payment.

RFP Instructions

Submit the following information in writing on the attached Quotation Cost Form by **Wednesday, January 20, 2016, 4:00 PM PST:**

- A fixed cost quotation for each individual Annual Backflow Assembly Test.
- A fixed cost quotation for each individual backflow assembly Maintenance and Re-Test. [Maintenance materials are compensated separately and should not be included in the Maintenance and Re-Test cost quotation; see Section III (B)(b).]

Submit the sealed proposal including the Quotation Cost Form by mail or by hand to:

City of Central Point
Attention: Karen Roeber
140 S. 3rd Street
Central Point, OR 97502

Evaluation and Award of Contract

1. Basis of award of contract

The City will review and evaluate all bids based on testing cost and the ability to complete the scope of services required to be completed.

2. Interviews

The City may, at its sole discretion, choose to conduct interviews with contractors prior to awarding a contract.

3. Contract

The service contract is for one (1) year from February 1, 2016 to January 31, 2017.

4. Contact

For additional information regarding this RFP, please direct questions to Mike Ono, 541-664-3321 Ext. 243, mike.ono@centralpointoregon.gov or write to the address on the front cover.



CITY OF CENTRAL POINT

140 South 3rd Street | Central Point, OR 97502 | 541.664.3321 | www.centralpointoregon.gov

COST QUOTATION FORM

Residential Backflow Assembly Testing, Maintenance & Re-Test Services

INSTRUCTIONS:

1. Provide a fixed cost quotation for each Annual Backflow Assembly Test.
2. Provide a fixed cost quotation for each Maintenance and Re-Test.

The cost quotations should be sufficient to cover the scope of all services required.

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>COST PER ASSEMBLY</u>
1.	Annual Backflow Assembly Test	\$ _____
2.	Maintenance and Re-test	\$ _____

Submitted By Printed Name/Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

FAX Number: _____

E-mail Address: _____

CCB#: _____

Offeror's Signature: _____

Date: _____