

**Carmichael Water District
Request for Bids
FY 2009-010 Backflow Assembly Testing Services**

Introduction

The purpose of this Request for Bids is to seek bids from qualified Contractors to provide isolation backflow assembly testing services to the Carmichael Water District.

Background

The District currently has a cross-connection control program that includes the in-house testing of approximately 455 backflow assemblies.

The District currently tests the for mentioned backflow assemblies in-house. The District tests approximately 412 Reduced Pressure Principle Assemblies, 25 Double Check Valves, and 18 Pressure Vacuum Breakers. The testing of all assemblies is scheduled throughout the year on a continuous basis.

Scope of Work (Summary)

The Contractor shall provide the following contracted services:

The Contractor shall provide backflow assembly testing services to the District. Services shall include all personnel, training, supervision, uniforms, materials, tools, and supplies necessary to accomplish the accurate and timely testing of the District's customer's isolation backflow assemblies. The District shall provide Contractor with ¼" test cock adapters to be installed on any assemblies without adapters already in place.

1. Tasks

Backflow Testing:

No later than five working days prior to the beginning of each month, the contractor shall be given a list of assemblies to be tested for the following month provided by Carmichael Water District's Customer Service Supervisor. The contractor shall be given test reports that coincide with the list of assemblies. Reports for assemblies that were tested are to be filled out accurately and delivered to the District at the end of each week for data entry. Contractor is to notify District customers before and after testing of assembly.

Testing is to be accomplished by persons certified and in good standing with CA/NV AWWA. Test procedures shall be those currently recommended by the University of Southern California Foundation for Cross-Connection Control in accordance with Title 17, Title 22 and Carmichael Water District's Cross-Connection Control Program Resolution 02172004-2.

2. General Conditions

A. Work Hours: Whenever possible testing of backflows shall occur on weekdays, holidays excluded. Special scheduling accommodation may need to

be made for customers with specialized water fed equipment or needs and will be considered on a case by case basis.

B. Failed Test: Whenever an assembly fails testing Carmichael Water District is to be notified immediately by the Contractor in order to determine the degree of the hazard. The contractor is to be available for re-testing of assemblies. This proposal is for testing of backflow assemblies only and does not include repair. Repair of assemblies is the responsibility of the property owner. The contractor shall not be the sole source for repair or replacement of failed assemblies. Once contract is awarded the contractor shall be added to a list of contractors who are in good standing with the District and are known to repair or replace backflow assemblies.

C. Tags: Carmichael Water District does not participate in the County of Sacramento Environmental Health Cross-Connection Control program and therefore does not require County testing tags to be utilized within the District. Tag fee should not be considered in the cost of the bid.

Bid Requirements

1. Bid Submission and Content

A. Bid Due Date: Qualification information must be received no later than 12:00 p.m. on Wednesday April 15, 2009 at the Carmichael Water District Office, Attention: Customer Service Supervisor, 7837 Fair Oaks Blvd., Carmichael, CA 95608.

B. Submission:

1. Submit five (5) copies of the proposal.
2. Submit a cover or transmittal letter not to exceed (1) page executed by an authorized signatory of Contractor to include:
 - A brief statement of understanding of the scope of contract services to be performed
 - Insurance information
 - All PSID gauge serial numbers and calibration dates
 - Telephone numbers (business, fax, etc.)
 - Contact(s)
 - The name or names of the person(s) authorized to represent the Contractor with title, AWWA Backflow Tester Certification number, expiration date of tester certification, address and phone number
3. Profile of Proposing Contractor: provide the following background information:
 - Staffing size of company
 - Location of office

- Statement of capability to perform work
4. Compensation and Terms: Bid must include a schedule of rates and charges to cover all charges related to services to be performed as part of an anticipated annual contract. The schedule should detail all proposed costs including a "per-unit/test" cost and a "per-unit/re-test" cost projected out over 4 years.

No fax submittals will be accepted and late submittals will not be considered.

All material submitted to the District as part of the qualification package will be retained by the District. The District reserves the right to (1) reject any and all submittals; (2) request clarification of any submitted information; (3) waive any informality in any submittals; (4) cancel all or any portion of the selection proceedings at any time and/or; award or not award the bid.