

City of Edgerton

Cross Connection Control Management

Professional Services Bid Specifications

- Conduct a program start-up meeting to establish, review and/or update current program procedures.
- Review/update written CCC plan as required by WI DNR.
- Conduct up to twenty five (25) inspections annually for a term of two (2) years with two additional options to extend the contract for an additional two (2) years each. Inspections include industrial facilities, institutional facilities and miscellaneous water customers serviced by the City of Edgerton.
- Any re-inspections needed for follow-up will be included in annual price quote.
- Manage all program data using a Commercial Cross Connection Control Management software program.
- All data entry including; inspection scheduling/findings, test recording, database updates, and special reports.
- Generate and mail all associated program notices e.g. inspection, non-compliance and backflow assembly testing notices
- Provide quarterly status reports to include; Inspections completed, Compliance Status, Inspection Notices Sent, Testing Notices Sent and Number of backflow assemblies tested.
- Program Status Meeting(s) - Conduct a yearly meeting at the contract anniversary date or as necessary to review program progress.
- WI DNR Water Supply Cross Connection report - Generate and meet with the City to review the required annual report and file with the state.
- Provide water customer service and support, education and awareness information via brochures, phone, fax or email.
- Provide detailed phone logs for all incoming calls.
- Assist with coordinating and participate in a Public Information Meeting and Tester Meeting to explain the Cross-Connection Control Program, if required.
- Provide toll-free telephone support. Phones will be staffed by live person during regular business hours and by using a professionally staffed answering service after hours. Calls are immediately dispatched to on-call inspector.

NOTICE TO BIDDERS

CROSS CONNECTION CONTROL PROGRAM - CCCP

The City of Edgerton will receive sealed bids for the purpose of contracting out the City's Cross Connection Control Program. Sealed bids will be received until 2 pm April 4th, 2017. All bids will be publicly opened in the City Hall and read aloud at that time.

Specifications and information for bidders may be obtained at any of the following locations:

1. Edgerton City Hall located at 12 Albion St Edgerton, WI 53534
2. City of Edgerton website www.cityofedgerton.com

INSTRUCTIONS TO BIDDERS

BIDDER'S INVESTIGATION: Prior to submission of the bid, all bidders shall make, and shall be deemed to have made a careful examination of the Scope of Work, and the specifications included herewith. They shall have become informed as to the location and nature of the proposed work, general existing conditions, and all other matters that may affect the cost and the time of completion of the contract.

WORKMANSHIP: All work shall be performed in a first-class workmanlike manner.

SUPERVISION: The contractor shall have in charge of the work at all times, a thoroughly competent supervisor. Anyone not deemed capable by the Owner shall be replaced immediately upon request.

LABOR, MATERIALS & EQUIPMENT: The contractor shall furnish all labor, materials, postage, and other equipment necessary to properly complete the work according to the specifications, as well as any safety devices the contractor deems necessary for safe operations, or as required by law.

INSURANCE: The contractor shall not commence, nor allow a sub-contractor to commence, work under this contract until he has obtained all insurance required under this heading and such insurance has been approved by the owner.

1. Workmen's Compensation Insurance as required by Wisconsin Workmen's Compensation Laws.
2. Contractor's Public Liability Insurance shall be furnished for \$25,000 limits for injuries to any one person and \$50,000 for any one accident.
3. Contractor's Property Damage Insurance shall be furnished for \$5,000 limits for damages as a result of any one accident.

All policies required shall be written by a company licensed to do business in the State of Wisconsin. The City shall be named as an additional named insured on all liability policies.

The Contractor shall notify the City immediately of any damages in the project sites, whether or not the contractor is liable.

PAYMENT: Monthly, Quarterly, or Annually to be determined

BOND: Contractor will be required to supply the Owner with an annual renewable bond for the annual cost of the contract.

LICENSING & PERMITS: The contractor shall comply with all local, state and federal regulations and statutes.

CONTRACT TIME: 2 years from date of signing

LIQUIDATED DAMAGES:

PROPOSALS: All bids must be submitted on the attached bid form and received in Edgerton City Hall, 12 Albion St. Edgerton, WI on or before 2pm Tuesday April 4th, 2017

BID ENVELOPE LABELING: Please mark **CCCP** on the outside of the envelope and submit to the City Clerk's Office prior to the bid opening.

RIGHTS RESERVED BY THE OWNER: The City of Edgerton reserves the right to accept or reject any or all bids. The competency and responsibility of bidders will be considered in awarding contracts. The owner does not obligate himself to accept the lowest or any other bid. The owner reserves the right to waive any informality in any or all bids. The City of Edgerton reserves the right to increase or decrease quantities of bid items without additional compensation.

Randy Oren

Utility Director

City of Edgerton

BID PROPOSAL FORM
CROSS CONNECTION CONTROL PROGRAM

TO: City of Edgerton
12 Albion St
Edgerton, WI 53534

BID:

Year 1. Annual cost \$

Year 2. Annual cost \$

FIRM
NAME:

Address:

Telephone:

Dated:

Signature:

PROPOSAL: All bids must be submitted on this form and be received in Edgerton City Hall, 12 Albion St Edgerton, WI 53534, on or before Tuesday, April 4th, 2017 at 2:00 p.m. Bids shall be submitted in a sealed envelope marked **CCCP**. Email or faxed bids will be accepted.