



PURCHASING DIVISION

WELL MAINTENANCE

EVENT NO. 6409

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for an annual contract for water well maintenance services. Requirements shall include, but not be limited to, routine preventive maintenance and repairs including TV inspection, flow testing, and repairs to well pumps and casings.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. If submitting electronically, submit the total amount for line item #8 as the materials cost (\$40,000) plus the percentage markup cost (ex. If your markup is 10% you would enter \$44,000.00 as your total markup cost). To enter pricing manually, complete the attached bid proposal form. Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, 1375 Chatham Parkway, second floor, Savannah, Georgia 31405. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

- 4.1 The successful bidder must have a current Georgia state well driller's license and any other state required certification needed to work on potable water wells. A State of Georgia Environmental Protection Division (EPD) license is required for all work performed under this contract. A copy of all required licenses must be submitted with the bid to be further considered.
- 4.2 In general, five (5) wells per year will be covered under this contract. Wells will be designated by the Water Supply superintendent. The City reserves the right to change the wells to be covered depending on various factors including demand, indications of pumping problems, etc.
- 4.3 Pricing for work done under this contract will be in two (2) main categories of inspection/preventive maintenance and repairs.
- 4.3.1 Pricing for inspection/preventive maintenance will be based on a lump sum price as indicated in the bid. This pricing shall cover all the requirements as outlined herein. This lump sum price shall include all labor, material, and equipment. In general, a standard boom truck may be utilized for pump and motor handling. Occasionally, a 35 ton crane may be required. Pricing for crane rental shall be indicated on the bid proposal form.
- 4.3.2 Pricing for repairs shall be based on labor rates and material costs. For labor rates, an hourly man hour (not crew hour) rate shall be indicated. These labor rates shall include all miscellaneous tools and/or other small equipment required. The labor rates quoted shall be the same regardless of the time or number of hours worked (i.e. no overtime premiums). For material costs, a percent mark-up from vendor's procurement costs shall be indicated. Copies of invoices or other appropriate documentation shall be supplied with each job to support these costs.

- 4.4 The City of Savannah reserves the right to cancel any commitment if and when services are determined to be unsatisfactory. The City shall be the sole judge in this matter. Completed jobs will be inspected before acceptance for properly operating gates and locking devices, improper use of substitute or faulty materials, and general appearance.
- 4.5 The City reserves the right to solicit separate quotes on repair work or to award the repair under another City contract (i.e. pump repair).
- 4.6 The City may request an estimated repair cost from the successful bidder in order to determine whether a specific repair job should be quoted separately.
- 4.7 The minimum response time for well repairs is 24 hours.
- 4.8 Well Preventative Maintenance Technical Specifications (Includes pulling and reinstalling pump)

4.8.1 Disinfection

- A. All well pumps must be cleaned and disinfected prior to the reinstallation in accordance with all state regulations and American Water Works Association (AWWA) standards for well cleaning and disinfection. All wells under this contract shall be disinfected after reinstallation of equipment. This work shall be continued until two (2) consecutive satisfactory bacteriological samples are obtained. Samples are collected, analyzed, and reported by the City's lab at the Industrial and Domestic Water Plant. During inspection activities the contractor shall keep well appurtenances reasonably clean and shall protect all wells to reduce the possibility of contamination.
- B. The well must be disinfected prior to the pumping test by the introduction of a chlorine solution into the well under sufficient pressure to overcome the natural flow pressures of all developed water-bearing zones, and in sufficient quantity to result in a minimum chlorine residual of 50 parts per million six (6) hours after the application of the chlorine.
- C. After disinfection, the well must be pumped until no traces of chlorine remains in the water, and two (2) water samples, separated by 24 hours, taken for microbiological analysis. No water may be furnished for domestic use or human consumption until samples of water are collected by the City, submitted for microbiological examination, and determined to be satisfactory. If the water samples submitted are found to be unsatisfactory, the disinfection procedures must be repeated. Final payment will not be made until microbiological sampling is satisfactorily completed. All disinfection materials will be approved by a City of Savannah Representative. All disinfection activities will be performed in the presence of a City of Savannah representative.

4.8.2 Television Inspection

The contractor shall inspect the interior of each well from the top of the casing to the bottom of the well bore with a color TV camera to locate and identify possible defects. The camera must have the ability to oscillate left, right, up, and down to fully inspect well casing and bore. This inspection shall be recorded on digital media or DVD which shall be provided to the water supply superintendent.

4.8.3 Flow Test

- A. The first well flow test will be conducted prior to pump removal. Flow testing of wells will consist of actual flow from open discharge to shut off pressure or pressure agreed on by City staff.
- B. The second well flow test will be conducted after the well pump has been reinstalled and all pump work completed. The same conditions as first flow test apply to the second well flow test.
- C. All flow tests shall be conducted using a flow measuring device with an accuracy of not less than $\pm 2.0\%$. Information on flow testing procedures and devices shall be submitted and approved by the City prior to commencement of any flow testing work.

4.8.4 Well Report

- A. The contractor shall submit four (4) copies at the completion of the project. This document shall summarize findings of the TV inspection, flow tests, and shall describe the condition of each well and their appurtenances. Final payment will not be made until receipt of this report. The detailed report shall be provided after completion of each well. The report shall include Piezo metric data, flow tests, well pump data, and a complete evaluation of the well pump, casing, well, and appurtenances.
- B. No major wells will be allowed to be taken out of service in summer months (June 15 -September 15) However, the Water Supply and Treatment Director, at his or her discretion, may allow minor wells to be taken out of service during summer months (June 15 - September 15).

4.8.5 Well Air Lines

- A. Where possible, a one inch (1") stainless steel tube shall be installed to a level equal to the top of the pump bowls to accommodate installation of an electronic probe for purpose of obtaining constant aquifer level monitoring.
- B. A stainless steel one-fourth inch (1/4") airline or acceptable substitute shall be installed of sufficient length to extend below the lowest water level to be measured. If wells are equipped with existing airlines, the contractor shall verify that the lines are unrestricted and can be used for reliable water level measurement. The contractor shall also verify that the vertical length of the airline is recorded on the gauge.
- C. It is the intent to have both a one inch (1") stainless steel tube and a one-fourth inch (1/4") airline installed at each well location.
- D. Any installed airline will be air-tight and may be fastened to the pump bowls or cylinder after completion of the installation of the airline and gauge. The contractor shall demonstrate that the system is operational and accurate based on tape measurements taken prior to pump installation.

4.8.6 Inspection

During the well inspection, the premises, construction material, tools, and equipment must be maintained in a sanitary manner to prevent contamination of the well by the person excavating the well. Care must be taken to ensure foreign material is not allowed to enter the well bore. The contractor shall be responsible for the removal of any items that are dropped or fall into the well bore. All wells under subject contract shall be scheduled for removal with the Water Supply superintendent prior to any work being performed.

4.8.7 Well Cleaning

Well cleaning method will be determined based on the well inspection and approval by the water supply superintendent. Brushing of the casings and screens must be sufficient to remove any incrustation and/or accumulated debris. Pre- and post-cleaning video may be required by the City. No acid washing will be allowed.

4.8.8 All oil removed from the well must be stored in City approved containers at the well site. These containers will be supplied by the City.

4.8.9 All parts removed are City property and shall be returned to the City unless specifically directed otherwise.

4.9 Insurance Requirements

4.9.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c or u" exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis.

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

4.9.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles.

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

4.9.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law.

Minimum employer's liability limits:

- \$500, 000 each accident
- \$500, 000 each employee (disease)
- \$500, 000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

4.9.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits: \$1,000,000 per occurrence
\$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

4.9.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A(minus), X, or better.

Any modifications to specifications must be approved by the City.

4.10 This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2019. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

4.11 Hire Savannah Program Participation

4.11.1 The City of Savannah seeks to increase the utilization of the local workforce to the greatest extent possible on City contracts. To achieve this priority, the City of Savannah Mayor and Aldermen endorse efforts to establish hiring agreements with businesses benefitting from municipal contracts with the City to hire local workers residing in the city of Savannah, Georgia.

4.11.2 To the extent otherwise permitted by law, the requirements of the Hire Savannah Program shall be included in all bid awards of \$100,000 or more for covered services and \$250,000 or more for construction-related services as a method of inducing contractors to hire qualified workers who reside in Savannah, Georgia.

4.11.3 To assist contractors in maximizing local labor use, the City of Savannah has partnered with WorkSource Coastal (WSC). WSC assists employers and job seekers in meeting job training and employment needs throughout the ten county coastal region including Savannah and Chatham County. WSC will post contractor job openings, coordinate recruitment among partner agencies, and refer qualified candidates to contractors for hiring consideration. Additional employer services are also available through WSC, including federally-subsidized training and/or wages for eligible activities.

4.11.4 The Contractor is fully responsible for the work performed under the contract, and this responsibility is not in any way diminished by the use of labor supplied by WSC, nor is the City of Savannah or WSC accepting any responsibility for non-compliance with the contract due to the performance, or lack thereof, on part of labor supplied by WSC.

4.11.5 The Contractor is responsible for the compliance of all contractors providing services under the Covered Contract, including subcontractors and lower-tier subcontractors but excluding material manufacturers and suppliers, with the requirements of the Hire Savannah Policy.

4.11.6 In responding to this solicitation, the bidder/proposer shall complete a Hire Savannah Agreement, indicating that it agrees to be bound to contractual obligations to use good faith efforts to meet Hire Savannah Program requirements and hire Qualifying Workers residing in Savannah, Georgia.

4.11.7 If the bidder or proposer fails to respond affirmatively, it shall be deemed non-responsive to the solicitation.

5.0 General Conditions

5.1 The bid response must include the following documents in this order:

- Bid Proposal Form (as a cover sheet)

- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of DBE Participation
- Other submittals as stated

All referenced documents must be completed and returned in their entirety to constitute a complete bid.

5.2 Original invoices should be sent to:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, Georgia 31402

5.3 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.

5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.

5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

EXCEPTION SHEET

Event #6409

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

Date

Signature

Company

Title

BID PROPOSAL FORM

(SUBMIT AS THE COVER SHEET)

City of Savannah Purchasing Department
1375 Chatham Parkway
2nd floor
Savannah, Georgia 31405
ATTN: Purchasing Director

EVENT NUMBER: 6409

Business Location: (Check One)

Chatham County
 City of Savannah
 Other

ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.

MANUALLY SUBMITTED BIDS MUST BE SUBMITTED ON THIS BID PROPOSAL FORM IN ORDER TO BE CONSIDERED.

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Email: _____

DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA? (CHECK ONE)

YES: _____ NO: _____

FROM WHAT CITY/COUNTY _____
TAX CERTIFICATE #: _____ FED TAX ID #: _____

INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY): CHECK

ONE: CORPORATION PARTNERSHIP
 INDIVIDUAL OTHER (SPECIFY: _____)

Do you plan to subcontract any portion of this project? Yes _____ No _____

If yes, please complete the attached schedule of DBE participation. Also complete the schedule if you will be using any DBE suppliers.

ADDENDA ACKNOWLEDGEMENT

My signature below confirms my receipt of all addenda issued for this proposal.

Signature

*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Well #1 – Column Pipe is 12” at a depth of 200 feet	1 each		
2	Well #8 – Column Pipe is 12” at a depth of 180 feet	1 each		
3	Well #11 – Column Pipe is 10” at a depth of 185 feet	1 each		
4	Well #27 – Column Pipe is 10” at a depth of 121 feet	1 each		
5	Well #36 – Column Pipe is 8” at a depth of 100 feet.	1 each		
6	Crane Rental	1 each		
7	Labor	500 hours		
8	Materials Cost = \$40,000 + (\$40,000 x ____% markup)	1 Lot	N/A	

TOTAL BID \$ _____

PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS
(Minimum of 10 working days must be allowed for discount to be considered in bid award)

____ Less ____ % ____ Days Prompt Payment Discount (if offered) (_____)

____ Net - 30 Days (no discount offered) - 0 -

TOTAL NET BID \$ _____

HAVE YOU INCLUDED COPIES OF THE REQUIRED LICENSING PER SECTION 4.1? _____

DO YOU HAVE THE REQUIRED INSURANCE? _____

PLEASE INDICATE YOUR PERCENT MARKUP: _____%

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date

HIRE SAVANNAH AGREEMENT

Event #:		Event Name:	
Bidder/Proposer Name:			

The City of Savannah Mayor and Aldermen have established a priority to increase the utilization of the local workforce to the greatest extent possible on City contracts. To achieve this goal, the City has established the Hire Savannah Policy and Program which shall be included in all eligible bid awards of \$100,000 or more for covered services and \$250,000 or more for construction-related services as a method of inducing contractors to hire qualified workers who reside in Savannah, Georgia.

Contractors responding to this solicitation are required, as an issue of responsibility, to indicate that it agrees, if awarded a Covered Contract, to be bound to contractual obligations requiring it to use good faith efforts to meet the Hire Savannah Program requirements. If the bidder or proposer fails to respond affirmatively, it shall be deemed non-responsive to the solicitation.

A "Covered Contract" is a City-awarded contract that: (a) is not subject to state or federal requirements that prohibit or pre-empt the application of this Program to the contract; and (b) pays the Contractor \$100,000 or more for covered services or \$250,000 or more for construction-related services. "Construction-related Services" means services purchased by the City that involve construction, demolition, alteration and/or repair of city buildings, city public works or other city facilities.

Covered Services include the following services purchased by the City: food preparation or distribution; security services; routine maintenance services, such as janitorial, cleaning, refuse removal, recycling collections, and other similar services for normal upkeep of facilities; repair or refinishing services for furniture, fixtures, vehicles, machinery, or equipment, including preventative maintenance replacement of parts, and other activities needed to preserve the asset; clerical or other nonsupervisory office work, whether by temporary or permanent personnel; printing and reproduction services; and landscaping, lawn, or agricultural services. Covered Services does not include professional services, which are those technical services provided by an individual licensed Georgia professional or a registered professional consultant, including but not limited to lawyers, architects, engineers, and other design consultants.

The City of Savannah Hire Savannah Policy is posted on the City of Savannah website. By signing below, the Bidder/Proposer affirms that it has read, understands and agrees to be bound by the terms and conditions of the Hire Savannah Policy.

The undersigned hereby agrees to the terms and conditions set forth in this agreement.

Company Name: _____

Company Address: _____

Company Official/Representative: _____

Position Title: _____

Authorizing Signature: _____ Date: _____

CONTRACTOR AFFIDAVIT AND AGREEMENT
Employment Eligibility Verification

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY:

Contractor Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).
* * * * *

Instructions for Completing Contractor Affidavit and Agreement Form

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf.) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://verify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

Affidavit Verifying Status for City of Savannah Benefit Application

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date _____

Printed Name: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

***Instruction for Completing Systematic Alien Verification
for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.