

**City of Goodlettsville
Request for Proposals
Sanitary Sewer Flow Meter Maintenance**

The City of Goodlettsville, Tennessee, will receive sealed proposals from qualified Sanitary Sewer Flow Meter Maintenance Service contractors, at the office of the Purchasing Director, 105 S. Main St., Goodlettsville, TN 37072, until 2:00 p.m. on Thursday, February 21, 2013.

INSTRUCTIONS TO PROPOSERS

Communication

In order to maintain the proper level of communication between the proposers and the City, all questions related to this request for proposal shall be directed to Guy Patterson, Public Services Director, by calling (615) 859-2740, or to Tommy DeLoach, Purchasing Director, by calling (615) 851-2200.

Scope of Services

Field crews (a minimum of two) must be trained in flow monitoring, traffic control, and confined spaced access per OSHA regulations.

- Provide weekly data review by an experienced data analyst;
- Minimum of once a month maintenance of each flow meter (seven total) to include, at a minimum, a sensor scrub, depth and velocity verifications, inspection of all points of connection, battery replacement (if needed);
- Establish communications at two rain gauge installation points; redirect IP addresses as needed;
- Advise City of needed replacement parts within 24 hours of confirmation by the field crew; and
- Report status/updates as required, summary report (optional)

The City will provide information as to the location of each flow meter location, one City personnel to assist with site familiarization during the initial period, provide a flow schematic diagram with each location, and assist with manhole location as needed.

Once the Notice to Proceed (NTP) is provided, this project should be completed within six months from the approved contract date.

Submittal

All proposals submitted shall be binding upon the contractor, however, the City shall not be obligated to award any contract(s) as a result of this process. All proposals must be in writing, and the envelope containing the Proposal shall be sealed and addressed to the City of Goodlettsville and delivered or mailed to the Purchasing Director, 105 S. Main Street, Goodlettsville, TN 37072, and received by 2:00 p.m. CST on Thursday, February 21, 2013. The envelope shall be plainly marked as follows:

PROPOSAL FOR SANITARY SEWER FLOW METER MAINTENANCE SERVICES

Any proposal received after the hour stated above for any reason whatsoever will be rejected. The City reserves the right to reject any or all proposals and to waive any informality or irregularity in any proposal received and to be the sole judge of the merits of the proposals received.

All Proposals shall include the following executed documents:

- Price List
- Designation of Subcontractors
- Three (3) references with contact information
- Qualifying Insurance with the City of Goodlettsville as a designee, where applicable

A pre-bid meeting is not required.

Proposal Selection

To receive favorable consideration, a contractor will be required to present evidence that he/she has successfully performed similar work of comparable magnitude or submit other evidence satisfactory to the City that he/she or his/her associates are personally competent to manage the proposed services throughout the duration of the contract. Professional integrity and honesty of purpose shall be essential requirements.

Award of the Contract

If the contract is awarded, such award will be made by the City within thirty (30) days after receipt of proposals. The City will award this contract based on "best value" as determined by the City, under its sole and absolute discretion.

Contracts

A contractor whose proposal is accepted shall properly sign a written Contract with the City as attached hereto and return said Contract, together with good and approved bonds and insurance certificates, as required, within ten (10) calendar days from the date of the Notice of Award.

Contract bonds and certificates of insurance, if required, shall be filed in all instances before delivering any equipment, materials, or performing any work under the Contract and before any purchase order shall be issued. An executed Power of Attorney form shall be submitted with all Contract Bonds herein specified.

A corporation to which an award is made may be required, before the Contract is executed to furnish evidence of its corporate existence, of its right to do business in the State of Tennessee and City of Goodlettsville, and of the authority of the officer signing the Contract and bonds for the corporation to so sign.

Prevailing Wage Contract

The contractor will be required to pay not less than the general prevailing hourly wage rates, as determined by the Tennessee Labor Code, for each craft, classification, or type of work needed to perform the duties of the Contract. The successful bidder shall also be required to comply with applicable State and Federal requirements governing the use of apprentices and helpers.

Designation of Subcontractors

Contractor shall provide the name and location of the place of business of each subcontractor who will perform work or labor or render service to the prime contractor under the contract. The contractor shall further set forth the portion of the work, which will be completed by each subcontractor. Failure to provide such information may render the proposal unresponsive. If the contractor fails to specify a subcontractor for any portion of the work to be performed under the Contract, he shall be deemed to have agreed to perform such portion himself, and he shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth. List type of work, percentage total of the job, subcontractor's name and contact information.

References

The bidder shall submit a list of at least three (3) similar maintenance service contracts completed within the last 24 months or now in progress. List shall contain the contact name, business name, telephone number, and any additional contact information available.

Contractor's Safety Records

Include detailed information on your company's safety record as it relates to a project of this nature.