

## REQUEST FOR PROPOSAL

### BACKFLOW INSPECTION AND TESTING SERVICES

The Georgetown County Water and Sewer District is requesting interested backflow testing and inspection firms to submit proposals for backflow inspection, testing and repair services.

#### **Scope of Services:**

The District currently has approximately 1,100 backflow or cross connection protection devices, which require annual testing and inspection. It is anticipated that approximately 500 additional devices will be included within six (6) months. The selected Contractor will be required to test each device, inspect the device and complete any and all repairs and/or replace the device as deemed necessary to protect the public potable water supply in keeping with the District's Backflow/Cross Connection Program and applicable state regulations and requirements annually. The District will provide the selected Contractor with a complete inventory of all devices and their service locations. This report, which will be updated monthly, will be inclusive of new backflow devices installed. The Contractor will complete an inspection report on forms provided by the District for each device tested, inspected, repaired or replaced.

The Contractor will be required to coordinate all inspections, testing, repairs and replacements with the property owner, service applicant or agent of record so provided by the District. The District will provide to any effected customers all notices of failure to comply with District rules and regulations. The selected Contractor will maintain a master file in a magnetic format in the form as stipulated by the District. The inspector(s) will be required to have identification displayed both on the individual and vehicle(s) indicating that they are contract agents of the Georgetown County Water and Sewer District. The Contractor shall not negotiate with customers of the District for similar backflow services.

#### **Qualifications:**

- Ability to communicate effectively both verbally and in writing in English.
- Minimum of two (2) years backflow and cross connection inspection and testing experience.
- Certified backflow tester in the State of South Carolina.
- Ability to use Windows, Excel software systems.
- Certified for OSHA safety and confined space training.
- Knowledge of South Carolina Department of Health and Environmental Control backflow or cross connection protection rules, regulations and guidelines.
- Ability to read and interpret specifications, keep accurate and detailed records.

**Compensation:**

Compensation shall be on a backflow device unit basis. Payment shall be rendered monthly upon submission of an invoice for services rendered and documented evidence of the specific devices inspected, tested, and/or repaired or replaced.

**Submittal Requirements:**

Firms wishing to be considered in the Contractor selection process must submit five (5) copies of their proposal in one (1) sealed package no later than 10:00A.M. local time, May 5, 2008 to:

Mr. Brad Corkum  
Operating Manager  
Georgetown County Water and Sewer District  
P.O. Box 2730  
Pawleys Island, SC 29585

The proposal shall be plainly marked with your firm's name in the lower left corner of the cover as follows:

Backflow Inspection and Testing Services  
Submittal Date: May 5, 2008.

Proposals received after the designated time will not be considered in the selection process and will be retained unopened until contract award. The District reserves the right to accept or reject any or all proposals and to waive informalities or irregularities in the selection process.

Proposals shall be signed and shall include the firm's name, address, telephone number, and the name of the person authorized to submit/sign the proposal, along with his/her title and phone number. The District will not be liable for any costs incurred by the respondents in replying to this Request For Proposal. The District is not liable for any costs for work or services performed by the selected Contractor prior to a written notice to proceed.

Requests for further information or questions regarding this Request For Proposal should be addressed only to the individual listed below. Unauthorized contact regarding this Request for Proposal with any District employee may result in disqualification. Any oral communication will be considered unofficial and nonbinding. Proposers should rely only on written addenda issued by the individual listed below:

Brad Corkum  
Operations Director  
Georgetown County Water and Sewer District  
P.O. Box 2730  
456 Clearwater Drive  
Pawleys Island, SC 29585  
Phone: 843-237-9727  
Fax: 843-237-1515  
Email: [bradc@gcwsd.com](mailto:bradc@gcwsd.com)

Proposals will only be accepted from individuals and firms authorized to do business in the State of South Carolina.

**Insurance:**

In order to protect the general public, District directors, employees and agents of the District the successful Contractor must provide certain minimum insurance requirements. The District's insurance requirements are identified in Attachment "A". The unit price for services rendered should include all overhead costs including the insurance needs of the Contractor.

**Selection Process and Schedule:**

The proposals considered in the selection process will be evaluated by a Contractor selection advisory committee according to the criteria and point system presented below. The District will not release the names of the committee members. All proposers are to direct any questions to the aforementioned contact person.

The committee will evaluate the proposals and make a recommendation to either select a Contractor based on the proposals alone or to interview a "short list" of Contractors. Following the selection of the best proposal, the District will negotiate contractual terms, level of effort and scope of services with the successful Contractor. A contract may be negotiated and executed with the Contractor whose proposal best complies with the Request For Proposal and will be the most advantageous to the District.

A pre-bid conference will be held on April 28, 2008 at 10:00 A.M. at the Pawleys Island Administration Building prior to the receipt of proposals for the purpose of reviewing in detail the Request For Proposal requirements and to address issues of concern and questions from potential proposers.

Do not assume that there will be an opportunity for submittal of additional information. Submit your proposal as if it were your "best and final offer".

The following is the anticipated schedule for the proposal due date, and ranking of the proposals.

April 20, 2008 Issue Request For Proposal.

April 28, 2008 Prebid Conference at 10:00 A.M.

May 5, 2008 Deadline For Submittal.

May 12, 2008 Complete Proposal Evaluation.

May 15, 2008 Board Approves Contract Offer.

**Proposal Evaluation Criteria:**

The following information must be included in each proposal and will form the basis of the evaluation. The point number is the weight of each criteria. Interviews may be conducted to obtain additional information regarding the proposal.

**Backflow Inspector(s)****50 Points**

Include the name or names and qualifications of the inspectors to be assigned to this contract. Include prior similar experiences with:

- Ability to meet District insurance requirements.
- List any degrees, certifications, or other special qualifications that indicate expertise in the field.

- List testing equipment to be used including calibration testing and age of equipment.
- List backflow/cross connection inspection and testing experience.
- List name, type, description, size and date of previous similar contracts.
- Each inspector must be certified in the State of South Carolina. Submit evidence of this certification.
- Describe in detail a proposed schedule of performance given the number of expected inspections to be performed annually.
- Each inspector shall be subject to a background check (see Attachment "B").

**Compensation Requirements:**

**50 Points**

There is no guarantee of any set number of annual inspections to be performed. Property owners who have multi-year contracts with private backflow testing providers will be allowed to fulfill their contractual obligations. The compensation proposal should contain the specific unit price to be billed to the District for backflow inspection, testing, repair and replacement services. The billable unit price shall include all costs for labor, overhead, insurance, and profit. For the purposes of this Request For Proposal, the billable unit price must include the cost of the Contractor providing: computer, support service for the computer, a mobile (cell) telephone, District approved testing equipment, and required transportation expenses.

Because of the scope of services may span more than one (1) year, the District will use the consumer price index (cpi) in reviewing the backflow inspection/testing unit price adjustment for each renewal.

**ATTACHMENT "A"**  
**INSURANCE PROVIDED BY CONTRACTOR**

The Contractor will maintain throughout the term of the Agreement the following insurance:

- (a) The Contractor shall maintain during the term of the Agreement, South Carolina Statutory Workers' Compensation Insurance.
- (b) Comprehensive Automobile and Vehicle Liability Insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including onsite and offsite operations, and owned, non-owned, or hired vehicles, with \$1,000,000 combined single limits.
- (c) Commercial General Liability Insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of the Contractor or any of its employees, agents, or subcontractors with \$1,000,000 per occurrence and in the aggregate.

The District shall have the right to examine the required insurance policies and endorsement at any time, upon reasonable notice to the Contractor or to require certified copies of the policies or endorsements.

**ATTACHMENT "B"**

**INSPECTOR'S AUTHORIZATION FOR RELEASE OF INFORMATION**

**THIS FORM TO BE COMPLETED AND SIGNED BY INSPECTOR**

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IN CONNECTION WITH THE SELECTION OF CONTRACT SERVICES WITH THE DISTRICT, I UNDERSTAND THAT INVESTIGATIVE BACKGROUND INQUIRES ARE TO BE MADE ON MYSELF THAT MAY INCLUDE CONSUMER, CRIMINAL, DRIVING, ACADEMIC AND OTHER REPORTS. THESE REPORTS WILL INCLUDE INFORMATION AS TO MY CHARACTER, WORK HABITS, PERFORMANCE AND EXPERIENCE. FURTHER, I UNDERSTAND THAT YOU MAY BE REQUESTING INFORMATION FROM VARIOUS FEDERAL, STATE AND OTHER AGENCIES WHICH MAINTAIN RECORDS CONCERNING MY PAST ACADEMIC, EMPLOYMENT, DRIVING, CREDIT, CRIMINAL, CIVIL AND OTHER EXPERIENCES.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE GEORGETOWN COUNTY WATER AND SEWER DISTRICT TO FURNISH THE ABOVE INFORMATION.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT FULL NAME \_\_\_\_\_

PREVIOUS LAST NAMES \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
(DOB IS REQUESTED TO INSURE ACCURATE RETRIEVAL OF RECORDS.)

CITY AND STATE OF BIRTH \_\_\_\_\_

DRIVER'S LICENSE NO. \_\_\_\_\_ STATE OF ISSUE \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

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REQUESTER \_\_\_\_\_ (Print Name)

**ATTACHMENT "C"**

**BID TABULATION**

¾ Inch Service Unit Price Backflow Inspection/Testing

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1 Inch Service Unit Price Backflow Inspection/Testing

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2 Inch Service Unit Price Backflow Inspection/Testing

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3 Inch Service Unit Price Backflow Inspection/Testing

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4 Inch Service Unit Price Backflow Inspection/Testing

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6 Inch Service Unit Price Backflow Inspection/Testing

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