

PUBLIC NOTICE

ON-CALL SEWER CLEANING AND TELEVISION SERVICES

**CITY OF WEST DES MOINES
DEPARTMENT OF PUBLIC WORKS**

Sealed bids will be received by the City of West Des Moines, Iowa, on or before 2:00 p.m., Central Time, on Wednesday, June 15, 2016, for the following:

Bid Item: On-Call Sewer Cleaning and Televising Services

Bidders shall submit their bids in a sealed envelope, plainly marked "Bid for On-Call Sewer Cleaning and Televising Services".

Office of the City Clerk
City of West Des Moines
4200 Mills Civic Parkway, Suite 2B
P.O. Box 65320
West Des Moines, Iowa 50265-0320

Specifications may be secured at the Department of Public Works, 560 South 16th Street, West Des Moines, Iowa by contacting Ron Wiese, Operations Supervisor – Sanitary Sewers at (515) 222-3480.

Unit price shall be final and the City reserves the right to accept or reject any or all bids on a per unit basis and waive irregularities and technicalities as determined to be in the best interest of said City.

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REQUEST FOR BID

ON-CALL SEWER CLEANING AND TELEVISIONING SERVICES

CITY OF WEST DES MOINES DEPARTMENT OF PUBLIC WORKS

The City of West Des Moines, Iowa, solicits interested firms to submit bids for on-call sewer cleaning and televising services for City of West Des Moines.

Submittals marked "Bid for On-Call Sewer Cleaning and Televising Services" will be received no later than 2:00 p.m., Central Time, on Wednesday, June 15, 2016, in:

Office of the City Clerk
City of West Des Moines
4200 Mills Civic Parkway, Suite 2B
P.O. Box 65320
West Des Moines, Iowa 50265-0320

BID PROCEDURE

Mark outside of sealed envelope with bid subject, "Bid for On-Call Sewer Cleaning and Televising Services".

Bids received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. The City of West Des Moines reserves the right to award in part or in whole or to reject any or all bids.

Any bid submitted **MUST** be signed by an individual authorized to bind the bidder. All bids submitted without such signature will be deemed non-responsive, and will not be acceptable.

If you desire not to quote on this Request for Bid, please forward your acknowledgment of **NO BID SUBMITTED** to the above address.

I. STATEMENT OF PROJECT

The intent and purpose of this Request for Bid is to establish a contract to provide on-call sewer cleaning and televising services for the City of West Des Moines on an “as needed” basis.

The City will have sole discretion selecting the Contractor. All information submitted in the Request for Bid will be evaluated and considered. The City reserves the right to select the Contractor whom is believed to be the most competitive, competent and reliable. The City also reserves the right to establish a primary contract and a secondary contract as a contingency plan.

II. SCOPE OF WORK

A. The Contractor shall furnish all labor, equipment, and materials required to clean, televise and inspect all City sanitary and storm sewers within the City on an "as needed" basis. This will include emergency coverage on a 12 month, 24 hour basis.

III. PERFORMANCE REQUIREMENTS

A. **Personnel.** The Contractor shall provide the City with the name, address, email address(es) and telephone number(s) for at least **two** designated contact personnel responsible for insuring response to the City's request for contract services. The Contractor shall ensure that at least one of the contact persons is available and accessible twenty-four (**24**) hours per day, during the period the Agreement is in force including Saturdays, Sundays and holidays.

B. **Response Time.** The Contractor shall respond and begin sewer cleaning and/or televising and inspections within two (**2**) hours after notification in emergency events. In non-emergency repairs, the Contractor shall initiate work within twenty-four (**24**) hours from notification.

C. **Authority/Direction.** The Contractor and their designated personnel shall respond to service requests given by the City in a positive, courteous and timely manner. The City reserves the right to reject any piece of equipment or personnel from continued or further engagement of services due to incompetence or insubordination or inability of equipment to function properly for the requested services.

D. **Property Damage.** The Contractor shall be responsible for any and all damage to private and public property (including public utilities) while performing the sewer cleaning, televising and inspections. Any damages caused by the Contractor shall

be repaired to new or better condition as soon as practicable. The City has the option to withhold payment until proper repair or cleanup has been made.

- E. **Traffic Control.** The Contractor shall be required to furnish, place and maintain all road/lane closed signs, warning signs, fences and lights as required to guide and warn traffic within construction area. Contractor will be required to provide the City with a forty-eight (48) hour advance notice of streets which will be closed, unless equipment is on hand to immediately open the street for emergency vehicles. Contractor shall be required to abide by the Manual on Uniform Traffic Control Devices (MUTCD).

- F. **Waste Disposal and Cleanup.** All waste material shall be hauled to a site of the Contractor's choice, the Metro Park East Sanitary Landfill, or the Wastewater Reclamation Authority (WRA) Regional Wastewater Treatment Facility. Disposal costs will be paid by the City as a separate item.

- G. **Confined Space Entry Certification.** Prior to commencing work, Contractor will be required to provide proof on training certifications for confined space entry relevant to CFR 1910.146 on all personnel assigned to perform such task.

- H. **Pipeline Assessment and Certification Program (PACP) Certification.** Prior to commencing work, Contractor will be required to provide proof on training certifications for Pipeline Assessment and Certification Program (PACP) inspection for all personnel assigned to perform such task.

- I. **Work and Materials Provided by the City.** The City will provide the following at no cost to the Contractor:
 - 1. Maps, blueprints or drawings for sewers to be cleaned, televised and inspected. Sewers will be highlighted to identify their inclusion with service request and with references numbers for all structures for the purpose of the Contractor recording them on video inspection reports.
 - 2. Community awareness that sewer maintenance is scheduled with the Contractor, if City chooses.
 - 3. Information of past history of known sewer system failures including any water damage from previous sewer maintenance activities.
 - 4. Legal and physical access to structures for sewers included in the project.
 - 5. Exposure of buried structures and seized lids loosened prior to the service request start date.
 - 6. Any excavation, opening, backfilling, and/or repair of sewers, and /or streets, required to remove the Contractor's equipment caught in the sewer pipe due to sewer defects.
 - 7. A person to act as liaison between the City and the Contractor during the service request that will also familiarize the Contractor with the location of sewer and structures.
 - 8. Water for cleaning sewer and access to designated fire hydrants.
 - 9. Traffic control, in addition to the Contractor's truck warning lights and

- traffic cones, as needed or required.
10. Sewer flow by-pass pumping should sewer flows not allow proper cleaning and inspection.
 11. Damage cleanup expenses from water entering buildings during sewer cleaning.

J. Sewer Cleaning.

1. Sewers will be cleaned by removing loose solids. Tree root removal and hard deposits are not included in the initial mainline sewer cleaning process. The sewer will be cleaned leaving no more debris than 5% of the pipe diameter of these types of debris.
2. The cleaning equipment will be truck mounted combination water jet/vacuum type, using the vacuum system to extract solids from the sewer at every structure. Personnel entering structures to remove debris will not be allowed.
3. Prior to the sewer cleaning operation, the City and Contractor will agree on a sewer cleaning sequence. In general, the sewer cleaning process will proceed from the upper ends of each sewer basin and proceed to the lower ends.
4. The Contractor will provide a minimum of a two-person crew with each sewer cleaning machine. The cover of each upstream structure of each sewer section will be removed prior to cleaning to allow proper venting during the sewer cleaning operation to minimize the effect on lateral sewers. Open structures will be attended at all times.
5. Sewers will be cleaned by introducing the water jet into the sewer line facing against the sewer flow and retrieving the water jet under pressure with the sewer flow.
6. The Contractor will collect and transport all debris removed during the sewer cleaning operation to the City's designated disposal site.
7. The Contractor will utilize a Waste Manifest for transporting waste removed from the sewer to the final disposal site. The Contractor will give a copy of every manifest to the city when project is completed.
8. The Contractor agrees to furnish all equipment, labor, insurances and other incidentals necessary for proper sewer cleaning, unless otherwise specified in the agreement. All services will be performed by experienced, trained workers. It is the responsibility of the Contractor to be compliant with all applicable OSHA and DOT regulations.
9. The Contractor will have an emergency response service to respond to afterhours emergencies for sewer backups for mainline sewers included in this project.

K. Sewer Televising and Inspection.

1. The sewer inspection will be performed with closed circuit television (CCTV) video inspection equipment using current state-of-the-art technology and trained employees. CCTV camera will be high-resolution

color with adjustable iris focus. CCTV camera will have pan, tilt and zoom capabilities that allow up close and right-angled inspections of defects and other significant observations. The operator will use the camera's pan, tilt and zoom features to inspect significant defects. Video cameras lacking pan, tilt and zoom are not allowed.

2. A tractor drive will be used to transport the video camera for inspection of sewers. Towing the video camera with a cable or sewer hose is not allowed.
3. Lighting on video camera will be suitable to allow proper illumination and a clear video image of the entire periphery of the pipe. The camera will be operative in 100% humidity conditions. The camera, television monitor, and other components of the video system will produce a high quality video image. The City reserves the right to reject poor quality video inspection deliverables at its sole discretion. No payment will be made for poor quality video.
4. Footage distance measured by video system will be accurate within 1% and will be used to determine footages for reporting. The centerline between structures will be the reference points used to determine footage measurements.
5. Video inspection will not exceed a traverse rate of 30 feet per minute so that sewer line can later be thoroughly examined by the City while viewing video images.
6. Pipe sizes and types to be verified and recorded properly.
7. All inspections must be performed by a PACP (Pipeline Assessment and Certification Program) trained operator with at least one (1) year of experience.

L. Sewer Inspection Reporting.

1. Video inspection data collection and report deliverables must be done using WinCan V8 or equivalent software compliant with National Association of Sewer Service Companies (NASSCO) standards.
2. Audio reporting is not required. All observations will be chosen from a standard table of descriptions incorporated in the video reporting software and electronically embedded in the video image.
3. All observations and defects will be recorded in paper reports and electronic media. The media will be recorded on DVDs or external hard drives. The cost of the media will be included in the price of the video inspection.
4. An electronic digital video file will be created including a color recording of all sewers inspected. In addition to the electronic digital video file, a paper report will also be generated by the video inspection software. The recording will include on-screen observation identifications that label continuous footages, defects, pipe diameter, direction of flow, direction of viewing, structure and street reference locations. The paper report will be a mirror image of all observations and information recorded on the electronic media.

5. The video inspection will be recorded in a digital “.MPG” format.
6. The Contractor will provide a printed legend of defect classifications that identifies a color-coded rating system for defect observations and their severity. The defect rating system will have prior approval of the City so those defects are labeled as per the City’s preferences.
7. The inspection report will be done with the most recent PACP version reporting format certified as compliant by the National Association of Sewer Service Companies (NASSCO).
8. Printed reports must have color true-to-scale drawings of all sewer defect and observation locations. These drawings will be computer generated with the use of the video inspection reporting system software.
9. Digital photographs will be made of all significant sewer defect observations and will be printed and attached to report. These photographs with reference numbers will be computer generated with the use of the inspection reporting system software.
10. All inspection reports and videos will be prepared and delivered to the City as soon as they are available, but no later than the last date of the performance period.
11. The inspection report media will include read only software that will facilitate viewing and printing additional copies of the inspection report and digital photographs. The electronic media will also include video clips of all high-level defects that can be replayed. The electronic media will be compatible with Microsoft Windows XP, Vista or Windows 7 operating systems.
12. The electronic media will be identified by computer-generated labels and will include the name of City, date, name of project and the location of the video.

M. **Root Removal.**

1. After tree roots have been discovered from the video inspection process, cleaning equipment will be used to remove the tree roots leaving no more than 5% of the pipe diameter obstructed.
2. Post-tree root removal will be documented with video inspection.
3. The video inspection documentation of post-tree root removal will be incorporated into the video inspection report.

N. **Cut Protruding Taps.**

1. Each service lateral (tap) that is protruding and will not allow the camera to pass shall be cut.
2. Each tap cut will be documented with video inspection.
3. The video inspection documentation of tap(s) cut will be incorporated into the video inspection report.

IV. LENGTH OF AGREEMENT

- A. This Agreement shall be an annual Agreement commencing August 15, 2016, and ending August 14, 2017, inclusive. This Agreement may be renewed on an annual basis by written mutual consent of both the City and the Contractor. Contract renewals shall be limited to five (5) years from original bid.
- B. This Agreement may be terminated for good cause, including failure to perform in accordance with Section II, III, VI and VII of this Agreement, by the City during the Agreement period subject to written notice being delivered by registered mail sent to the Contractor at the address referenced on the Bid Form.

V. PAYMENT

Contractor will be paid on a monthly basis in arrears. Invoices must contain the contract number, dates of requested work, type of requested work and location where services were provided.

VI. INSURANCE

Contractor, performing as an independent Contractor hereunder, shall be fully responsible for proving Worker’s Compensation, Commercial General Liability, and Automobile Liability coverage as follows:

<u>Type of Insurance</u>	<u>Limits of Liability (Minimum)</u>
Worker’s Compensation	Statutory
Employer’s Liability	\$500,000 (each accident)
Commercial General Liability	\$1,000,000 combined single limit
Policy must cover the following risks:	
Comprehensive Form	
Premises Operations	
Explosion and Collapse Hazard	
Underground Hazard	
Products/Completed Operations Hazard	
Contractual Insurance	
Broad Form Property Damage	
Independent Contractors	
Automobile Liability	\$1,000,000 combined single limit
Policy must cover the following risks:	
Owned	
Hired	
Non-owned	

The City shall have no responsibility of liability for such insurance coverage.

VII. FURTHER INFORMATION

- A. Mandatory Drug and Testing Programs. The Contractor certifies that all their employees who may perform safety sensitive functions for the City are included in a substance abuse program that meets the requirements of Federal Department of Transportation Drug and Alcohol Testing regulations, (Code of Federal Regulations, 49 C.F.R., Part 382 and Part 40).
- B. Right-to-Know Statement. The bidder certifies that, in accordance with the “Hazard Communication Rule”, 29 C.F.R. 1910.120 (the “Right-to-Know” Law) and the State of Iowa “Hazardous Chemical Risk Right-to-Know rule”, employees exposed to materials on the worksite will be trained for the materials in use by the successful Contractor as part of the contract. Material Safety Data Sheets (MSDS) for City materials will be supplied to the successful Contractor upon request.
- C. ADA Statement. The City does not discriminate on the basis of disability. If you believe you have been discriminated against in any program or facility, you may file a complaint alleging the discrimination with the ADA Coordinator through the City Manager’s office. The TDD line for the City of West Des Moines is 222-3334.
- D. FLSA Statement. “We hereby certify that these goods were produced in compliance with all applicable requirements of Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders to the United States Department of Labor issued under Section 14 thereof.”
- E. Questions which may arise as a result of this Request for Bid of a technical/operational nature should be directed to: Department of Public Works, Ron Wiese, Operations Supervisor – Sanitary Sewers, phone: (515) 222-3480.

BID FORM

ON-CALL SEWER CLEANING AND TELEVISIONING SERVICES

**CITY OF WEST DES MOINES
DEPARTMENT OF PUBLIC WORKS**

We the undersigned hereby propose to provide sewer cleaning services (including root removal and protruding tap cutting) during normal work hours for the City of West Des Moines at a cost of:

_____ per hour, plus materials.

_____ per pound for disposal.

In the event requested services require the Contractor to work beyond their normal work hours (pre-approval by the City will be required), the undersigned proposes to provide sewer cleaning services (including root removal and protruding tap cutting) during for the City of West Des Moines at a cost of:

Overtime at _____ per hour, plus materials.

Sundays/Holiday at _____ per hour, plus materials.

_____ per pound for disposal.

We the undersigned hereby propose to provide sewer televising and inspection services (including locating/sonde equipment) during normal work hours for the City of West Des Moines at a cost of:

_____ per hour, plus materials.

In the event requested services require the Contractor to work beyond their normal work hours (pre-approval by the City will be required), the undersigned proposes to provide sewer televising and inspection services (including locating/sonde equipment) for the City of West Des Moines at a cost of:

Overtime at _____ per hour, plus materials.

Sundays/Holiday at _____ per hour, plus materials.

All material cost shall be in direct proportion to Contractor's purchase price, plus ____%.
Invoices received by vendor from supplier will be submitted and shall show the base price and any adjustments for verification by the City.

List at least 3 references for projects of similar scope that Contractor has successfully completed in the last 24 months.

Name of City	Contact Name	Project Name	Phone Number

_____ Number of years Contractor has provided services similar to the scope of this Request for Bids under the current ownership and company name.

Authorized Signature of Contractor: _____

Printed Name: _____

Title: _____

Company Name: _____

Address: _____

Telephone: _____

Email Address: _____

EQUIPMENT FORM

ON-CALL SEWER CLEANING AND TELEVISION SERVICES

**CITY OF WEST DES MOINES
DEPARTMENT OF PUBLIC WORKS**

The following information must be completed as part of this Proposal for each piece of equipment utilized in the proposal.

SEWER CLEANING EQUIPMENT

_____ Number of combination jet/vacuum sewer cleaners (minimum 2,000 psi) owned or leased by Contractor

_____ City & State of storage location for above equipment

_____ Range of years of above equipment

_____ Number of jet sewer cleaners (minimum 2,000 psi) owned or leased by Contractor

_____ City & State of storage location for above equipment

_____ Range of years of above equipment

_____ Number of jet sewer cleaners (minimum 10,000 psi) owned or leased by Contractor

_____ City & State of storage location for above equipment

_____ Range of years of above equipment

_____ Number of easement jet sewer cleaners owned or leased by Contractor

_____ City & State of storage location for above equipment

_____ Range of years of above equipment

_____ Number of trained equipment operators for above equipment employed by Contractor

Yes No Contractor possesses root cutting equipment

Yes No Contractor possesses protruding tap cutting equipment

SEWER TELEVISION AND INSPECTION EQUIPMENT

_____ Number of vehicle mounted video inspection units owned or leased by Contractor
_____ City & State of storage location for above equipment
_____ Range of years of above equipment

_____ Number of ATV mounted video inspection units owned or leased by Contractor
_____ City & State of storage location for above equipment
_____ Range of years of above equipment

_____ Number of push cameras owned or leased by Contractor
_____ City & State of storage location for above equipment
_____ Range of years of above equipment

_____ Number of trained equipment operators for above equipment employed by Contractor

Yes No Contractor possesses locating/sonde equipment

**CONTACT PERSONS
(Minimum of 2 required)**

Name: _____

Telephone: _____

Emergency After Hours Telephone: _____

Name: _____

Telephone: _____

Emergency After Hours Telephone: _____

BID LIST

ON-CALL SEWER CLEANING AND TELEVISIONING SERVICES

**CITY OF WEST DES MOINES
DEPARTMENT OF PUBLIC WORKS**

Accu Jet Sewer & Drain Cleaning

12155 J Avenue
Perry, IA 50220
515-360-8582

Central Iowa Televising

180 1st Street
McCallsburg, IA 50154
515-434-2248

Greenwood's Sewer Service

1350 Wade Street
Des Moines, IA 50321
515-285-9713

Hydro-Klean

333 NW 49th Place
Des Moines, IA 50313
515-283-0500

Municipal Pipe Tool Company

515 5th Street
Hudson, IA 50643
319-988-4205

Smith's Sewer Service

4640 NW 62nd Avenue
Johnston, IA 50131
515-255-6063