



CITY OF WACO

Purchasing Services
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Date: **01/28/2019**
RFB No: **2018-074**
Commodity: **Water Utilities Valve Maintenance Project**
Purchasing Agent: **Mr. Tim Cubos**

Closing Time: 2:00 P.M. CST, Wednesday, January 30, 2019
Opening Time: 2:01 P.M. CST, Wednesday, January 30, 2019

RFB Opening Location: Operations Center, Purchasing Services Office, 1415 N. 4th St.,
Waco, TX 76707

Addendum No: 3

The above-mentioned RFB invitation has been changed in the following manner. **Sign and return addendum to the Purchasing Office by the closing time and date with your RFB response.** Returning this page signed by your authorized agent will serve to acknowledge this change. All other requirements of the invitation remain unchanged. If you have any questions, please call or stop by the Purchasing Office at the above address.

- 1. The following is a revised bid sheet that is to be used for this RFB. Please do not use the earlier bid sheet. Failure to use the revised bid sheet will disqualify the bid.**
- 2. The following pages has answers to questions raised at the pre-bid meeting and thereafter, as well as, clarifications & amendments to the general and technical specifications. Please review and note the changes.**
- 3. Under Appendix A, the Bid Bond form was left out and is required for this Bid. A copy is included below.**

Firm: _____

Address _____

Signature of Person
Authorized to Sign Bid: _____

Signor's Name and Title
(print or type): _____

E-mail Address: _____

Addendum No: 3

**CITY OF WACO
OFFICIAL BID SHEET
BID INVITATION NO: RFB 2018-074
Water Utilities Water Valve Maintenance Project**

DATE: _____

BIDDER: _____

AUTHORIZED
SIGNATURE: _____

- I. Refer to "Standard Instructions for all Bids" before completing Bid Sheet.
 - a. Price: quote your best price, F.O.B. Destination, on each item.
 - II. In submitting this bid, I certify:
 - a. Items bid are in exact accordance with specifications, unless noted in bid.
 - b. That prices in this bid have been arrived at independently, without consultation or agreement with any competitor for the purpose of restricting competition.
-

PRICING INFORMATION				
NOTE: Depending on unit prices, requirements and approved budgeted funds, quantities may be reduced or increased during the contract period				
Item No.	Description	Unit Price (A)	No. of Units (B)	Total Price (A x B) = C
1.0	Service Existing Water Valves including cleaning the valves boxes, exercising the operating nuts, and provide written documentation of work performed		2,000	
2.0	Utilization of Traffic Control Plan		1 Lump Sum	
3.0	Replace Missing or Broken Valve Box Lids (covers) (Labor only-Lids to be provided by the City)		100	
4.0	Paint valve box lids to identify which valves has been serviced		2,000	
5.0	<u>Total Price</u>			\$

Early Payment Terms:

- a) Bidder may offer an early payment discount by filling in the blanks in section b below. City may accept an early payment discount, but in doing so, City does not waive any of its rights under Texas Government Code Section 2251 (Prompt Payment Act).

- b) Payment is due thirty (30) DAYS after acceptance of order and receipt of an original invoice, but a _____ percent early payment discount is offered for full payment made within _____(____) DAYS after acceptance of order and receipt of an original invoice.

(1) COMPLETED FORM MUST BE RETURNED WITH BID

REVISED:

General Specifications: Water Valve Maintenance

1. This project will be conducted under a one year contract with options to renew for up to four (4) additional years, should both parties mutually agree to additional one-year periods.
2. The work shall not interfere with the surrounding water distribution system, including pump stations, water plants, water towers, or any of the city water facilities.
3. The City of Waco will provide maps and details about the location of all of the water valves that are a part of this project.
4. The contractor is to provide the various data from their services/inspections and repairs in paper and spreadsheet format. The spreadsheet format shall be Microsoft Excel.
5. The written reports must be clearly written and legible.
6. The written and spreadsheet reports must be turned in weekly. Any written reports that cannot be read will be returned to the contractor for revision. No monthly payments will be made until all reports have been reviewed and accepted by the City.
7. A traffic control plan will be supplied by the contractor and used as a part of this project. The plan will be standard plans from the **TMUTCD (Texas Manual on Uniform Traffic Control Devices)**. The contractor has the option of using flagmen in lieu of the traffic control plan. Work cannot begin until the traffic control plan has been reviewed and approved by the City or the determination has been made regarding the use of flagmen.
8. A work plan and project schedule is to be developed for this project. The work plan and project schedule must be approved by the City before work can begin.
9. **If any water valves are found to be inoperable at the time of inspection, this info shall be reported to the City within one business day in writing (e-mail). The contractor is not to operate these valves without City approval.**
10. Exercising and maintaining valves is part of this project. Specific items to be done to the valves are listed in the technical specifications.
11. **Any valve that cannot be found, or not in existence, is to be reported within one business day to the City in writing (email).**
12. **Any water valve found, but is not listed on the provided maps are to be reported to the City within one business day in writing to the City (email). The valves location is to be noted on the maps. The contractor is not to operate these valves without City approval.**
13. **It is assumed all water valves are in the open position. It is to be reported to the City in writing (email) of any valve found to be in the closed position at the initial contact with the valve. The contractor is not to operate these valves without City approval.**

14. Pressure plane valves are valves located throughout the City that help regulate the various water pressures in the City. These valves have yellow boots on top of the valve operating nuts. Pressure plane valves are not to be exercised, opened, or closed. If these valves are located, this info shall be reported to the City within one business day in writing (e-mail). The contractor is not to operate these valves without City approval.

APPENDIX E

Technical Specifications

REVISED:

A. General

1. The Contractor will ensure that all activities are conducted in a professional manner. At a minimum the contractor will insure all personnel are in an appropriate uniform and personal protective equipment, all field equipment is maintained clean and neat, all trucks are clearly identified with the contractor's name and contact phone number and maintains written procedures for field operations and information management processes.
2. At a minimum the following items are to be included in the weekly reports presented to the City of Waco in spreadsheet format (MS Excel):
 - a. Annotated maps which depict the area being serviced during the time period
 - b. A list of new lids that were installed on valve boxes with pictures
 - c. A list of recommended valve repairs/replacements
 - d. The ID number of the valve serviced/exercised
 - e. The date that the valve was serviced/exercised
3. Contractor is to establish a traffic control plan for the work to be done in the roadways on valves. The plan is to allow traffic to move smoothly around each work site with as little interruption as possible. The plan is to meet all local, state, and federal regulations. The contractor is to use the standard traffic control plans from the **TMUTCD (Texas Manual on Uniform Traffic Control Devices)** or flagmen in lieu of a traffic control plan.

B. Valves, Part I

1. The City will provide the successful contractor with a minimum of two copies of the City's most current water distribution maps for the project area. The contractor will locate all water valves using the following guidelines.
 - a. The contractor will search for all valves visually using the City of Waco water maps.
 - b. The contractor will search for water valves shown on the maps, but not readily identified by visual inspection, using a magnetic locator, probing rods, and other tools.
 - c. If the valve cannot be located after searching for fifteen minutes, the valve will be labeled "cannot locate" and documented as a work order and cumulatively identified on a section map.
 - d. If a valve is found on the ground but is not on the maps, the valve location will be noted on the map and recorded in weekly reports to the City.

2. Each water valve has been given a unique fixture number by the City of Waco. This fixture number is to be used to reference each of the valves.
3. The Contractor will complete minor repairs as they are encountered. The minor repairs will be limited to replacing valve box lids, and noting if the following items are needed:
 - a. Raising of the valve boxes
 - b. Repairing broken valve boxes
 - c. Repairing box extensions
 - d. Repairing box alignments
 - e. Repairing of valves
4. Pictures of the valve locations where lids were replaced are to be provided in the weekly reports to the City. Enough picture background is to be present so as to identify the location of the valve.

D. Valves, Part II

1. Slowly operate each valve (One (1) turn per 10 seconds) to verify valve is operational. Leave valve in the open position once verified.
2. **The City of Waco's contact person will be notified immediately should the number of turns of a valve operating nut not match to the known size of the valve be exercised.**
3. **The City of Waco's contact person will be notified immediately if a valve, at the completion of its inspection, is found to be closed, or there is any difficulty exercising the valve.**
4. The Contractor will remove (vacuum out) debris and/or pump out water from the box/vault in order to allow access to the valve-operating nut. In every case, the operating nut must be exposed and clearly visible (not under water or debris) when the valve is exercised.
5. The contractor will exercise each valve a minimum of two full cycles. (Exercise is defined as rotating the valve operating nut that opens and closes the valve. A full cycle is defined as rotating the valve nut from fully open to fully closed then back to fully open again.) All valves will be exercised with the minimum torque required so as to minimize the possibility of damaging the valve.
6. **Contractor will immediately notify the City of Waco of any valves found closed or broken, or if any unsafe conditions are observed.**

7. If the valve fails to move at the torque limit, the exercise process will stop immediately. Additional torque may be applied to the valve, as directed by the City (with input from the contractor) until the valve turns or the operation is suspended again at a higher torque.
8. Each valve box lid/cover will be marked, as the inspection and exercising process is completed, with Krylon type Rust Preventive Enamel spray paint. The shade/color of paint will be determined at a later date. The mark is intended to provide field evidence of work completed at an individual valve.

CITY OF WACO
BID INVITATION NO: RFB 2019-074
Water Utilities Water Valve Maintenance Project

Clarifications & Questions and Answers from the pre-bid meeting and thereafter:

1. Will pavement repair be required for this project? Temporary or permanent?
No. There will no pavement repair associated with this project, temporary or permanent.
2. What is the torque limit for the water valves?
Assume the torque limit is 150 ft.-lbs. If the contractor determines more than 150 ft.-lbs. of torque is needed to operate a valve, he is to contact the City for further instructions on how to proceed.
3. Who pays for broken water valves?
The contractor is to assume the torque limit is 150 ft.-lbs. Valve operation should be conducted by hand. The City will accept responsibility for valves operated by hand and the torque used is under 150 ft.-lbs. Valves that are broken and were operated with a machine and/or at a torque over 150 ft.-lbs. will be the responsibility of the contractor.
4. Are traffic control plans designed by a professional engineer required for this project?
No. The contractor is to use the TMUTCD (Texas Manual on Uniform Traffic Control Devices) standard traffic control plans. The contractor can use flagmen at his discretion in lieu of a traffic control plan. This decision is to be made at the start of the project and cannot be changed without approval by the City.
5. Can the contractor work outside the noted 8 am to 5 pm Monday thru Friday time period?
Yes. The revised times are to be requested two days in advance of when the revised work schedule is to start. The revised schedule must be approved in advance by the City.
6. Does the valves have to be exercised so as to scour the pipe/valve seating?
No.
7. Are payments made monthly or weekly?
Payments to contractors are made monthly. One per month. However, the activity reports are due weekly.
8. Is Waco providing the materials for lids and roadway boxes etc.?
Yes. The valve box lids are being supplied by the City. Valve box replacement is no longer a part of this project.
9. Is everything in roadway boxes?
Yes, all valves are in boxes, to the best of our knowledge. No valve vaults are a part of this project.
10. What is the size/type and count breakdown of the 2000 valves?
The size of the valves will range from 6-inch to 12-inch. Valves over 12-inch should not be exercised. We do not have a breakdown on the different type of valves that are a part of this project. However, most will be gate valves.

11. If the contractor is to provide lids, what is the required lid spec?
The City will supply the valve box lids.
12. Is a GPS requirement for valves? If so what is the accuracy?
No. The valves will be identified by their identification number on the maps.
13. Would UPM cold patch (Unique Paving Materials) be acceptable for the repairs of the roadway boxes?
Not applicable. Pavement repair will not be a part of this project.
14. Please advise the location of the specs for the roadway boxes and lids required? We are unable to find these.
Not applicable. The City will supply the valve box lids.
15. Approximately how many valves will be included in this maintenance contract over the 5-year period?
Approximately 10,000 valves
16. What are the various sizes and types of valves, i.e., butterfly valves, gate valves, etc. included in this maintenance contract for the first year and over the 5-year contract period?
The size of the valves will range from 6-inch to 12-inch. Valves over 12-inch should not be exercised. We do not have a breakdown on the different type of valves that are a part of this project. However, most will be gate valves.
17. Can you confirm that the materials required to complete line items 4 and 6 are to be included in the pricing by the contractor, or are they to be supplied by the City.
This is not needed. The City will supply the valve box lids, and pavement repair is no longer a part of this project.
18. Can you also confirm that because the contract is considered a “construction contract” A,2,b. on page 7 of the bid packet and will require the submission of a bid bond or cashier’s check?
Yes. Bid Bonds are required for this project.

APPENDIX A

Services/Products Bid Forms

- (1) Pricing Form(s)
- (2) Sample Bid Bond Form

BID BOND

THE STATE OF TEXAS §

COUNTY OF _____ §

KNOW ALL MEN BY THESE PRESENTS, THAT _____

_____, (hereinafter called the Principal), as Principal,
and _____,

(hereinafter called the Surety), as Surety, are bound unto the **City of Waco**, Texas, a home rule municipal corporation of McLennan County, Texas (hereinafter called Obligee) in the amount _____ DOLLARS (\$_____), which is five percent (5%) of the bid, for the payment whereof said Principal and Surety bind themselves, and their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a Bid to enter into a certain written Contract with Obligee for *{enter description of contract below}*

_____,
which is scheduled to be opened on _____, 20_____.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal shall faithfully, enter into such written Contract, then this obligation shall be void; otherwise to remain in full force and effect.

IT IS EXPRESSLY UNDERSTOOD AND AGREED that if said Principal should withdraw its Bid any time after such Bid is opened and before official rejection of such Bid or, if successful in securing the award thereof, said Principal should fail to enter into the Contract and furnish, if required, satisfactory Performance Bond and Payment Bond, the Obligee, in either of such events, shall be entitled and is hereby given the right to collect the full amount of this Bid Bond as liquidated damages.

The Surety, for value received, hereby stipulates and agrees that the obligation of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Obligee may accept such Bid, and said Surety does hereby waive notice of any such extension.

Bid Bond – Page 2

PROVIDED, further that if any legal action be filed upon this Bond, venue shall lie in McLennan County, Texas.

IN WITNESS WHEREOF, the said Principal and Surety do sign and seal this instrument this _____ day of _____, 20_____.

ATTEST/WITNESS:

Secretary (if corporation) / Witness

Name of Principal - Contractor

(if corporation Corporate Seal)

BY: _____
signature

Title: _____

Address: _____

ATTEST:

Surety Secretary

Name of Surety

(Surety Seal)

BY: _____
Attorney-in-Fact signature

Witness to Surety

Address: _____
For Attorney in Fact

Address: _____

NOTE: Submit an original bid bond and a certified copy of the power of attorney along with full contact information for the Surety. Both the bid bond and the power of attorney should be **dated for the same date which is no earlier than three (3) business days prior to the scheduled bid opening**. [Count back from the day of the bid opening and do not count the bid opening day. Example: bid opening on Thursday, count back Wednesday, Tuesday, and Monday.] If the opening is delayed or rescheduled, Principal and/or Surety may be asked to provide proof that the bid bond executed is still valid. (11/03/2016)

COMPLETED FORM MUST BE RETURNED WITH BID/PROPOSAL