CITY OF WRAY, COLORADO

REQUEST FOR PROPOSALS FOR CROSS CONNECTION TESTING SERVICES
RFP No. 102-2020

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I. INTRODUCTION
The City of Wray, Colorado (City) is accepting sealed proposals from qualified providers to provide for state certified annual Cross-Connection and backflow assembly testing. The purpose of these specifications is to describe the minimum requirements of the City of Wray for backflow testing. The required services and performance conditions are described in the Scope of Work (or Services).

Submittals will be accepted no later than 2:00PM (local time), April 9, 2020, to:

CITY OF WRAY
ATTN: JAMES DEPUE, CITY MANAGER
JDEPUE@CITYOFWRAY.ORG
245 W 4TH STREET
P.O. BOX 35
WRAY, CO 80758
970-332-4431

The City of Wray Backflow Prevention and Cross-Connection Control Plan was created to establish guidelines for protecting the public drinking water system from pollution or contamination caused by a backflow event.

Successful party must possess a certified tester license in the State Colorado. Bidder is responsible for provide testing equipment and annual calibration testing.

II. BACKGROUND
The City of Wray (City) is located on the intersection of Highway 34 and Highway 385 approximately 10 miles North West of the Colorado, Kansas, and Nebraska state lines. We serve a population of 2,390 citizens, encompass three (3) square miles, and are the County Seat for Yuma County. The City provides water services to approximately 1,350 residential and commercial customers. There are approximately 450 customers with cross connection/backflow prevention devices.

III. SCOPE OF WORK
The following is a listing of the minimum services to be provided under this proposal:
1) Contractor will provide annual testing and repair of backflow devices for all residential, commercial and city backflow devices.
   a. Contractor will test complete unit and complete any repairs not requiring new parts that can be made on site.
   b. Contractor will be responsible for all parts and a return visit to the customer for repairs if needed.
   c. Contractor will be responsible for billing for these repairs.
2) Contractor will complete testing between June 1 and August 14.
3) Contractor will meet with representatives of the City regularly to ensure minimum services expected are provided effectively and to a satisfactory level.
4) The City of Wray will provide the contractor a list of addresses where backflows are installed. During testing, contractor will test and add to list any customers not on list.
5) Contractor will provide a backflow result on each cross-connection when completed to the City of Wray.
6) City of Wray will be responsible for billing and collection of cross connection device testing services.

IV. ATTACHMENTS

A. Bid Submittal Form – for submission

V. CONTENTS OF PROPOSAL

An acceptable proposal will include, at a minimum the following:

a. Any submittal received after the identified date and time will be returned unopened.
b. Proposals must contain the name, address, email address, and daytime telephone number for contact person(s) to who additional selection process requests should be communicated.
c. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.
d. Bidder shall maintain at his/her expense, a general liability insurance policy providing a minimum of $250,000 bodily injury and replacement value property damage coverage for the facilities.
e. Bidder shall name City as an additional insured, and shall provide City with a certificate of insurance evidencing such coverage.
f. Bidder agrees to provide a W-9 and maintain worker’s compensation insurance coverage to the extent it may be required by Colorado.
g. Proposals should include a completed bid submittal form containing the following:
   1. Applicant information: full name, address, mail/phone/email contact information, and bid amount per device.
   2. Copy of state certification
   3. Proof of current calibration test

The City of Wray reserves the right to reject any or all proposals, to waive any informalities or irregularities therein, and to negotiate other terms in the proposals.
VI. PROJECT TIMELINE

Preliminary Project Schedule is as follows:

March 18, 2020: Request for Bids Released
April 9, 2020: Proposals Due to the City of Wray by 2:00PM
April 14, 2020: Bids Reviewed by the Wray City Council
April 15, 2020: Notice of Award Issued
June-August 2020: Project Completion

VII. REQUESTS FOR CLARIFICATION

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, via postal service or email, to James DePue, City Manager referencing this request.

Written requests must be received a minimum of five (5) calendar days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to in the form of an addendum addressed to all prospective respondents.

Direct contact with City elected officials or City staff (with the exception of the City Manager) during the selection process, except when and in the manner expressly authorized by the Request for Proposals document, is strictly prohibited and may render the submittal as non-compliant. Violation of this requirement is grounds for disqualification from the process.
RFP No. 102-2020

Attachment A: Bid Submittal Form

Bidder Name: ____________________________________________________________
Phone: __________________________ Email: ________________________________
Address: __________________________
Proposed Beginning Date: ____________ Proposed Ending Date: ________________

<table>
<thead>
<tr>
<th>Cost per Complete Unit Test</th>
<th>Options/Comments</th>
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<tbody>
<tr>
<td>(includes any repairs that can be done at the time of the inspection without installing any new parts that can be made onsite)</td>
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Description of relevant project experience:
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________________________________________________________________________
________________________________________________________________________

Additional Information:
________________________________________________________________________
________________________________________________________________________
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__________________________  __________________________
Bidders Signature                  Date