



TOWN OF WAITSFIELD

INVITATION TO BID

WAITSFIELD WATER SYSTEM CONNECTION COMPLIANCE INSPECTIONS

August 2015

The Town of Waitsfield is seeking bids from certified plumbers to inspect the existing water service connections on the Waitsfield Community Water System for compliance with state codes and the Waitsfield Water Ordinance.

I Description of the Area and Background

The water system service area is defined as the commercial center of Irasville including the Eagles Resort, northward through Waitsfield Village on the west side of the Mad River to the Waitsfield Elementary School and Aaron Flint residence at 3962 Main Street; northward along Old County Road; along Route 100 to Tremblay Road; and eastward on Tremblay Road to the Waitsfield Town Garage at 761 Tremblay Road, including the Verd-Mont Mobile Home Park. Of the 88 connections to the system, only 76 Water System Meter Connection Checklists have been provided and of those 19 appear to be incomplete; and only 16 Customer Connection Checklists have been provided by a certified plumber documenting proper disconnection from the existing water supply and of those, only two are complete.

II. Scope of Work

1. Site Visit to Each Water System Meter Connection
 - a) Coordinate with each property owner and/or tenant to schedule the time to conduct the site visit.
 - b) Document the property address, name of owner.
 - c) Document the date and time of the visit and the name of persons present during the inspection and relationship to the ownership (i.e., tenant, maintenance person, etc.).
 - d) Town staff will assist in providing contact information for the account holders.
2. Documentation of Existing Conditions & Completion of Customer Connection Checklist
 - a) Document the meter ID # (on the top of the meter).
 - b) Document with one or more clear photographs of the meter ID # and the gallons on the digital display. The gallons display will likely be in X,XXX,XXX.YY gallons or XXX,XXX.YY gallons. The picture of the display must clearly show the digits and decimal as well as the placeholder hash marks above each digit.

- c) Document with one or more clear photographs of the entire meter, valving, backflow check valve device and PSI regulator assembly.
 - d) Identify any deviations between existing conditions and those reported on the Meter Connection Checklist, including the provision of missing information on the checklist.
 - e) If the property is connected to the community water system, proceed through items f – k; if not, make note of the connection status.
 - f) Confirm that the old (private well) system is physically disconnected from the community water service. If the service is not disconnected, notify the Town Administrator and/or the Water Operator immediately if the service is connected to both the public and private systems. Physical disconnection does NOT mean that the two are connected with one or more closed valves.
 - g) Confirm whether the service has filtration equipment online or offline (valved on/off). If there is filtration equipment, identify as much information as to type, model # and how often the equipment is maintained.
 - h) Document the backflow check valve size, type, and model #.
 - i) If the backflow preventer is a testable device, perform a pass/fail test. Record and provide the information of the test (along with the visit's inspection report). If the device fails, notify the Town Administrator and/or the Water Operator immediately.
 - j) Identify any visible leaking at the service assembly or in the visible service connection area. This should not be misidentified as condensation on piping.
 - k) Complete a Customer Connection Checklist with all pertinent information.
 - l) Target date of completion of all site visits, corrections, and completed documentation: Friday, November 20, 2015.
3. Correction of Deficiencies
- a) Identify and correct deficiencies to achieve compliance with state codes and the Water Ordinance.
 - b) Provide separate invoicing per property, billable to the Water Commission, for the costs of the deficiency correction, such as for parts, materials, and other expenses above this base inspection contract.
4. Report to Water Commission

- a) Anticipate at least two meetings with the Water Commission to report on progress and final results.
- b) Provide completed and/or updated Water Meter Installation Checklists and Customer Connection Checklists.

III. Qualifications

1. Provide a resume outlining education, skills, and experience.
2. Provide certified plumber license number and backflow prevention license number.
3. Provide contact information for three references.

IV. Insurance

General Liability Insurance. The selected contractor will be expected to provide a certificate of general liability insurance.

Workers' Comp. Evidence of workers' compensation coverage insurance will also be required unless the contractor is exempt and is willing to sign a Hold Harmless form prior to starting the job.

V. Term of Contract

The term of the contract will begin upon notification of award through December 31, 2015, unless otherwise mutually agreed. In the event it is advantageous to the Water System and mutually agreeable to the Water Commission and contractor, the Water Commission reserves the right to amend the scope of work and contract terms to provide on-going plumbing services for the system on an as-needed contractual basis.

Bid

Please provide an hourly rate, an estimate of hours, and rate schedule for travel and other billable costs.

Bids will be accepted until **12:00 noon, Wednesday, August 26** at the Waitsfield Town Office, 9 Bridge Street, Waitsfield, Vermont 05673, Attn. Valerie Capels, or by e-mail to townadmin@gmavt.net. The envelope or e-mail subject line should include "Waitsfield Water System Connection Compliance Inspections."

The Water Commission reserves the right to reject any and all bids as deemed to be in the best interests of the Town and Water System.

For more information, contact the Town Office at (802) 496-2218 or e-mail a request to townadmin@gmavt.net.