

# Tobyhanna Township Sewer District 1

## Wastewater Pump Station Operation and Maintenance Agreement

### **REQUEST FOR PROPOSAL DUE MAY 10, 2018 2:00 PM EST**

#### **Introduction:**

The Tobyhanna Township Board of Supervisors (Owner) seeks proposals from professional operation firms (Vendor) for the operation and maintenance of a wastewater pumping station within Tobyhanna Township Sewer District No. 1 located in Tobyhanna Township, Monroe County, Pennsylvania. Fee is to include administration, labor and transportation as needed to properly oversee, operate and maintain the above-referenced pump station (Facility).

Facility visits will be provided for a total of three times per week (Monday, Wednesday and Friday), and will include oversight, operation and maintenance of the Facility.

#### **Staffing:**

Vendor will provide skilled and qualified personnel to fulfill the duties required to effectively maintain and operate the Facility.

Scope of Duties: Vendor will be responsible for the supervision, operation and maintenance of the Facility included in this proposal to ensure proper operational performance and compliance with the rules and regulations set forth by the PADEP for this Facility, if applicable.

#### **Specific Scope:**

1. Provide Wastewater Pump Station Pennsylvania licensed operator.
2. Visit and monitor the Facility operation at a minimum of three times per week on Monday, Wednesday and Friday.
3. Record Keeping: Record flow meter reading and run-time hours for each pump.
4. Check all floats, alarms, telemetry for proper operation.
5. General housekeeping will be performed at the facility. Housekeeping is defined as removing small amounts of debris or trash that may accumulate from time to time in or around the Facility. Will periodically upkeep the inside of the Facility site to maintain a safe, clean work environment.

6. Monitor internal condition of wet well, arrange for well cleaning if necessary to prohibit buildup of grease and solids that could affect the operation of the Facility. Costs for cleaning services will be billed as an additional cost at the time of service.
7. Respond to any alarm situation related to the Facility within two (2) hours of receiving a call. Upon arrival, record the alarm event and determine necessary actions to restore the Facility to normal operation.
8. Maintain necessary records and submit a Facility status report to the Owner each month. Status Report should list all maintenance activities, pump run times, flow meter readings, chemical usage, additional services and any other notable occurrences. Upon termination of this Agreement, all related files will be submitted to the Owner for their records.
9. Vendor shall make arrangements with an emergency pump supplier to supply a mobile, gas driven pump in the event of a failure at the facility. Emergency pump will draw sewage from the wet well and discharge to a pipe connected to the force main. Emergency pump shall be capable of pumping 280 GPM at a TDH of 60 feet. Pump shall be available within two hours of notification.

### **Additional Services:**

With approval from Owner, Vendor will provide additional services and, if performed, costs will be charged to the Owner as an extra on a time and material basis in accordance with the Schedule of Charges and Labor Rates included herein:

1. Operational "Start-Up" of Facility.
2. Provide equipment and facility maintenance repairs on an hourly rate basis that extends beyond the normal Specific Scope.
3. Any requested or required laboratory testing.
4. Any chemicals that may be required to properly pre-treat the wastewater if necessary.
5. In an emergency, Vendor will notify the Owner and take immediate action to prevent loss of life, limb, property, unlawful discharge of sewage or permit violation. In case of equipment failure, Vendor will take necessary actions to restore the system to normal operation in a minimal amount of time. Vendor will ship or deliver the damaged equipment to a factory authorized repair location or a reputable local repair shop. Upon determination of cause of failure, the unit will be re-installed when repairs are complete. Vendor will bill the Owner for labor on an hourly basis, material, expenses and handling charges that are not covered in the Specific Scope of this Agreement. All emergencies will be reported to the Owner within twenty-four (24) hours. All environmental emergencies will be reported to the PADEP within two (2) hours, as well as the Owner within twenty-four (24) hours.

## **Items to be Provided by the Owner:**

The following items will be provided by the Owner to ensure proper operations, unless specified or agreed upon.

1. Power, road access (including snow removal), grass cutting and weed control at the Facility.
2. Costs for mechanical and replacement parts.
3. Repair of the Facility and grounds portion of the Facility.
4. Costs for equipment repairs when such service by an outside contractor is required.
5. Security and prevention, within reason, from any improper or unlawful disposal of grease, sludge, septage, wastewater or toxic chemicals to the Facility.
6. Security of the Facility itself from intruders (fence, locks, etc.) to prevent damage to any equipment or injury to an outside party.
7. Telemetry and remote monitoring/alarm equipment.

## **Exclusions:**

Under the terms of the Agreement, the following items will be excluded due to the expense of the individual components, system limitations, or scope of responsibility.

1. Utility services (fuel, electricity, water, and generators) for normal operation.
2. Any services and/or expenses incurred to the operations of the Facility due to problems associated with or resulting from construction.

## **Contracted Services, Repairs and Materials:**

All outside services, materials and/or equipment are to be billed directly to Owner upon receiving written approval. Vendor will not purchase or directly pay for any outside services or materials without first obtaining written approval by Owner.

## **Term of Agreement:**

Agreement shall be for three (3) years, commencing upon the date of its execution by both parties. Either Party may terminate Agreement for cause shown by providing written notification sixty (60) days in advance indicating intent of cancellation.

## **Insurance Coverage:**

Vendor will maintain insurance coverage in the following amounts and, upon request of the Owner, will provide a certificate of insurance attesting to the same.

Workers Compensation Statutory	
General Liability	\$1,000,000.00
Automobile Liability	\$1,000,000.00
Pollution Liability	\$1,000,000.00

**Bid Form:**

Vendor will, during the term of this Agreement, furnish qualified personnel at the following rates to perform required services:

**Monthly Rate:**

For Routine operations of the Facility as described in the Specific Scope (Items No. 1 through 9, inclusive) a fee of \$ 2,183.59.

For additional services related to the Facility as described within this Agreement, labor rates will apply as listed below.

**Labor Rates:**

Labor will be provided for items listed outside the Specific Scope and Additional Services at the following hourly rates:

Mechanic Foreman:	\$ <u>50</u> /hour
Electrician:	\$ <u>50</u> /hour
Mechanic:	\$ <u>50</u> /hour
Operator	\$ <u>50</u> /hour
Extra Visit if requested	\$ <u>168.10</u> /flat for routine check

**DUE MAY 10, 2018  
2:00 PM EST**

Your Proposal should be emailed to Mike Schober at T&M Associates at [mschober@tandmassociates.com](mailto:mschober@tandmassociates.com)

All questions should be emailed to Mike Schober at the same email address.