



Request for Quotes (RFQ)

RESIDENTIAL IRRIGATION SYSTEM BACKFLOW TESTING

City of Redmond Public Works, Water Division

DATE OF ISSUE: January 15, 2020

CLOSING DATE/TIME: January 29, 2020 at 2:00 p.m.

Single Point of Contact (SPC): Ryan O'Connor
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RFQ Address: City of Redmond
Attn: City Recorder, Kelly Morse
411 SW 9th St
Redmond, OR 97756

SUMMARY OF REQUESTED SERVICES

The City of Redmond Public Works Water Division is requesting quotes from qualified and experienced backflow testing contractors to provide annual backflow assembly testing for the Cross-Connection Control Program in compliance with OAR 333-061-0070. The City currently monitors approximately 6,000 residential irrigation backflow devices, with an anticipated annual growth rate of 3- 5%.

As a result of this RFQ, the City intends to award one Contract for the services described in this Solicitation Document. The initial term of the Contract is anticipated to be three years, from March 1, 2020 to December 31, 2022. Contractor shall hold prices firm for three years. Upon mutual agreement, parties may elect to renew, by amendment, the term of the Contract for two additional one-year terms. The maximum term of the Contract, including Amendments, shall not exceed a total of five (5) years. City and selected contractor may renegotiate as industry prices change. It is anticipated that the Contract will be awarded by Redmond's City Council on Tuesday, February 25, 2020 at 6:00 p.m. The total value of this contract is anticipated to be approximately \$265,000.00 for the first three-year period.

SCOPE OF WORK

The City intends to purchase the following services for the City of Redmond Public Works Water Division:

1. Perform Backflow Assembly Tests

Contractor will perform annual test of backflow assemblies connected to privately owned, residential lawn sprinkler systems for those water customers residing inside the City of Redmond Urban Growth Boundary and connected to the City of Redmond water system. Contractor, contractor staff, or subcontractors working for contractor, must possess any or all licenses and/or certifications necessary to perform backflow tests. This contract covers single family and duplex, residential water customers only. A list will be supplied to the Contractor by the City which details the following:

- Assembly Address
- Size
- Manufacturer
- Model Number
- Serial Number
- General Location of Assembly

2. Backflow Assembly Repair

Contractor will perform repairs on assemblies that fail initial test, after repairs are made, contractor will retest backflow assembly, prepare and deliver necessary reports to City of Redmond staff. Contractor, contractor staff, or subcontractors working for contractor, must possess any or all licenses and/or certifications required to perform assembly repair. Repair rate of monitored backflow assemblies within the City is anticipated to be 3-5% of existing assemblies. Contractor will supply all necessary repair parts. Repairs include the following:

- Flushing and cleaning of debris from assembly.
- Replacement of worn or damaged assembly components.
- Contractor will supply all necessary repair parts.

- Repair does not include replacement of assembly.

3. Plug Installation

Contractor will install water tight fitted plugs in test cocks of all backflow assemblies not currently fitted with plugs (as required by OAR333-061-71 (3) (c)).

- Threaded plugs will be provided by the Contractor

4. Complete Test Report Forms

Contractor will submit test reports in a format provided by City of Redmond staff. The reporting format provided by City of Redmond staff is necessary to ensure proper database management associated with the current tracking software. Test results will be submitted monthly.

5. Maintain Assembly Cross Reference List

Contractor will maintain a backflow assembly cross-reference list. In the course of testing, backflow assemblies may be found that meet the criteria for residential testing but are not contained in the data base or on the scheduled testing list. Such assemblies will be added to the list, tested and/or repaired at the per assembly unit bid price. It will be necessary to maintain a list of the backflow assemblies encountered to ensure such assemblies are added to the data base and that assemblies are eligible for payment under the terms of the contract.

TESTING TIME SCHEDULE

Testing of residential irrigation system backflow assemblies must be timed to coincide with established city code pertaining to the irrigation season. Initial testing will commence on or about June 1 of each year and **must** be completed on or about August 31 of each year.

Assemblies requiring repair and retesting must be completed by October 1 of each year. Testing cannot start until after lawn irrigation systems have been activated in the spring and must be completed before the systems are winterized in the fall.

The selected contractor will be required to meet the highest standards prevalent in the industry.

PAYMENT

Payment for testing will be made on a per-assembly basis. If assembly repair is required, payment for repairs will be made on a per-assembly basis. Each assembly repaired must be retested after repairs have been completed. Retested assemblies will be paid on a per assembly basis. Contractor shall invoice City monthly for services performed.

SUBCONTRACTORS

Any subcontractor(s) used by Contractor must be identified in the bid. Subcontractors must be approved by the City of Redmond prior to employment by contractor.

SPECIAL CONDITIONS AND CONSIDERATIONS

Contractor is not an employee or agent of the City of Redmond. A significant number of backflow assemblies are located on private property and not in the right of way. Testers shall try to contact resident of property prior to entering private property to perform test. Testers must be clearly identified as “contract testers” and will be expected to perform work in a courteous professional manner. Appropriate attire shall always be worn. All testers are required to have in their possession identification provided by the City of Redmond.

EVALUATION CRITERIA

Quotes will be evaluated and ranked on the criteria below that best fits the City’s needs.

1. Responsiveness: A quote received by the City Recorder prior to closing will be reviewed for completion.
2. Responsibility Determination: City will determine if an apparent successful Contractor is Responsible prior to award and execution of the Contract. Selected Contractor shall sign a Reference Inquiry form upon City’s request, if applicable.
3. City shall award the Contract to the quote that substantially complies with the requirements of the Scope of Work.

QUALIFICATIONS

1. Established contractor(s) must have a minimum of five (5) years of experience.
2. Contractor(s) shall have a current, valid Construction Contractor’s Board and/or Landscape Contractor’s Board license issued pursuant to ORS 448.279(2).
3. Individual(s) performing backflow tests must possess a current Oregon Department of Human Services, Backflow Assembly Tester certification.
4. Contractor shall obtain and maintain a policy of professional liability insurance against any loss or liability caused by error, omission, or negligent act arising from or relating to the professional services provided in this agreement. Such insurance shall be in an amount of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate and shall name the City of Redmond as additional insured prior to Contract award.

ADDITIONAL INFORMATION

1. This procurement and contract are pursuant to ORS 279A and the City of Redmond's procurement rules.
2. The City of Redmond reserves the right to:
 - a. Reject any and all quotes if it is in the City's best interest to do so
 - b. Amend the quote solicitation
 - c. Not to award a contract for requested services
 - d. Award a contract to more than one contractor
 - e. Extend the deadline for submission of quote
 - f. Waive any irregularities or informalities in any quote
 - g. Accept the quote(s) determined to be the most beneficial to the public and City of Redmond
 - h. Negotiate the final statement of work
3. By submitting a quote, contractor shall accept all terms and conditions of Attachment B, "Sample Contract for Services with the City of Redmond."
4. Contractor must hold any necessary licenses or certificates required by federal, state and local governments to perform requested services.

QUOTE SUBMISSION REQUIREMENTS

1. Contractor shall submit completed and signed Attachment A, "Quote Checklist."
2. Contractor shall attach an Introductory Letter. Introductory Letter shall include information about the service provider, such as company history, staff, firm capabilities, project understanding, project approach, communication, and availability.
3. Contractor shall attach proof of registration with the Oregon Construction Contractor's Board and/or license with Landscape Contractor's Board as required by ORS 448.279(2).
4. Contractor is solely responsible for ensuring that quote is received by the City by the closing date and time, at the location specified on the cover page. Quotes submitted by FAX or email will be rejected.
5. One quote with original signature must be submitted on or before the closing date and time.
6. The Quote, plus two (2) additional copies, shall be submitted in a sealed envelope to the City Recorder with the following information clearly displayed on the front of the envelope:
 - a. Name of Contractor
 - b. RFQ Title: "Residential Irrigation System Backflow Testing"
7. One (1) digital copy of quote packet, flash drive or CD form acceptable. Emails are not accepted as a digital copy.
8. If a contractor wishes to withdraw its quote, the quote must be withdrawn prior to the closing date and time. The withdrawal must be made in writing and signed by the authorized representative and received by the SPC prior to the closing date and time.
9. Late quotes will not be accepted or reviewed.

10. The quote must be signed by the person(s) legally authorized to bind the contractor to the quote and the contract resulting from this RFQ. Upon request of the City, any representative submitting a quote on behalf of the Contractor shall provide a current document certifying authority to bind the Contractor.

CONTRACT EXECUTION

After submission of required information and insurances identified in Attachment B, City will proceed with awarding the Contract. Contractor(s) shall not commence work under the Contract until the Contract has been executed and the City has notified Contractor that work may begin.

QUESTIONS AND CLARIFICATIONS

All questions and requests for clarification related to this solicitation must:

1. Be submitted in writing via email to the SPC identified on RFQ Cover Page. Questions by telephone are not accepted.
2. Be received prior to the due date for questions and clarifications.