



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5.g

Title: Recommendation to Award a Request for Proposal for a Three Year Service Agreement for Valve Exercise and Leak Detection with Associated Technical Services LTD.

Presenter: Tim Wilson

Meeting: Government Services Committee Date: June 26, 2017

Proposed Cost: \$89,000 Budgeted Amount: \$89,000 Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

The Public Works Department solicited a Request for Proposals (RFP) for the City’s annual Valve Operating, Leak Detection and Location Survey Water (system) programs. The RFP included quotes for Year 1 (FY17/18) with an option to extend two additional years, FY18/19 and FY19/20. Three professional service providers responded to the RFP with a unit base cost.

The valve operating program involves exercising, locating and documenting the condition of 1,195 valves, 1/3 of the total valves within the City’s water distribution system. In an effort to reduce unaccounted water loss and ultimately revenue, a leak detection survey is conducted annually to discover water leaks within the system. Scope of work includes an initial survey of 228 miles, 100% of the city’s water main system, followed by pinpointing and confirming leak locations. Approximately 40-50 leaks are found annually.

After reviewing the proposals, staff recommends awarding a three-year service agreement to Associated Technical Services (ATS) in the estimated annual amount of \$89,000. Pricing for ATS was second lowest of the three proposals the city received. The lowest price was Consulting Engineering Inc. from Strongsville, OH at annual estimate of \$88,950. References were checked for all three companies with ATS receiving the most favorable responses. ATS has had a positive and long term relationship with the City and are very knowledgeable of the city’s unique water distribution system.

**Attachments** *(please list):*

\* ATS Request for Proposal

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to award a unit cost Service Agreement to Associated Technical Services for fiscal year 2017-2018 and a Resolution authorizing the staff to execute same for Fiscal years 2018-2019 and 2019-2020 based on budget approvals.

## Request for Proposals

### **Environmental Services Contracted Valve Operating & Assessment Program Water Distribution Leak Detection & Location Survey**

St. Charles Public Works Department is seeking proposals from a professional service provider to perform to the City's annual water system Valve Operating, Leak Detection and Location Survey throughout the duration of the three fiscal years. The work will be completed between May 1, 2017, and ending on April 30, 2018. The City is also requesting rates for additional second and third years of (May 1, 2018 – April 30, 2019) & (May 1, 2019 – April 30, 2020). All work will be contracted on a unit basis contract.

Due to budget constraints, the City reserves the right to add or delete from the contract as required. No adjustments in contract unit prices or additional compensation will be made for alteration in the quantities or services from the contract. The quantities listed are estimates only and may be altered.

Proposals for Services, as described in the accompanying technical scope, shall be received before **10:30 AM, Friday, June 2, 2017**, at the City of St. Charles, City Hall, 2 East Main Street, St. Charles, IL 60174, Council Chambers, Attention: Purchasing Manager. Proposals will be read aloud at that time. Any proposal received after the time specified will be promptly returned to the Technical Service Provider unopened.

Proposals shall be in a sealed envelope labeled with "Sealed Request for Proposals –Valve Operating and Assessment Program; Water Distribution System Leak Detection and Location Survey."

If you have any questions and would like more detailed information, please contact Mr. Tim Wilson, Public Works Manager – Environmental Service, at (630) 377-4405 or via email: [twilson@stcharlesil.gov](mailto:twilson@stcharlesil.gov)

Upon receipt of questions prior to **May 26, 2017**, the Technical Service Provider shall receive a reply e-mail acknowledging the receipt of the question. Response to the question shall be as soon as practical. Should the question result in a clarification that requires addenda, such addenda will be issued via website update as soon as practical.

Questions submitted after **3:00 PM, May 26, 2017**, shall not be acknowledged or answered. Technical Service Providers shall take all necessary steps to propose questions prior that deadline.

The City reserves the right to extend the due date. Should an extension be necessary, communication of such shall be e-mailed to all registered Technical Service Providers.

## WATER SYSTEM PROFILE

The City of St. Charles water distribution system consists of 228 miles of water main ranging in size from 4" to 16" in diameter. The water main material is primarily comprised of cast iron, ductile iron and a small amount of PVC water main.

The City maintains approximately 2,800 hydrants of which 90% have auxiliary valves; approximately 3,524 main line valves of which 90% are in vaults, the remainder are valve boxes.

The City serves approximately 35,000 residents and businesses through approximately 12,337 service lines with curb stops with "B-Box" and Valve Box enclosures. Service pipeline materials are copper, lead, cast iron or ductile iron.

Current average daily usage is approximately 4,500,000 GPD

The current City Unaccounted for Flow (UFF) percentage is about 15%

A map of the water distribution system is available upon request for your review.

*All Proposals submitted for consideration shall, at the minimum, provide the following services while meeting the mandatory specifications detailed herein.*

### **Water Distribution Leak Detection and Location Survey Program**

1. **LEAK DETECTION PHASE:** The intent of this phase of the survey is to discover every detectable suspect leak sound, and localize suspect every leak that may exist in the area(s) designated for survey. The surveyor is required spend the appropriate amount of time needed at each point to ultrasonically survey every mainline appurtenance. The surveyor will log their findings as they proceed through each survey sub-area.
  - a) **Survey Sub Area(s) Organization** – The entire water distribution system designated for survey shall be subdivided into sub areas so that the survey can be completed in stages by area. This work plan including map, plan and timelines will be submitted to the City for approval prior to work start.
  - b) **Daily Communications** - The Surveyor will check in with the City prior to starting that day's work. Obvious exceptions to this would be on weekends or evening hours when City offices are normally closed. Every two weeks or upon request, the Surveyor will be required to submit progress reports which will detail, by phase and survey area, the percentage of completion, type and number of leaks found to date and estimated sizes of the leaks in gallons per day.
  - c) **Detection Phase**-The detection phase in an area will be completed after every accessible survey monitoring points has been surveyed for leak sounds. The location phase can begin in an area after the detection phase has been completed in that area. Exceptions to this procedure order would occur whenever the surveyor believes that they've detected a main break or other type of large leak which will require immediate pinpointing. The City should be promptly notified of those leak situations so action can be taken to schedule leak repairs as needed as soon as possible.

- d) **Detection Survey Monitoring Points:** The Surveyor will conduct a thorough preliminary leak detection survey that will include ultrasonically monitoring the following:
- Every accessible fire hydrant
  - Every accessible hydrant auxiliary valve
  - Every accessible water main line valve
  - Strategically located, accessible fire and domestic service valves
  - Any other strategically necessary appurtenances that can assist in the detection, estimation of leak size and type classification of a suspect leak.
- e) **Approved Equipment – Surveyor shall only utilize FCS S-30 Ultrasonic Surveyor equipment or its equivalent.** Any proposing firm that intends to use equipment other than that which is specified, shall enclose detailed equipment information and equipment specifications with their proposal.
- f) **Detection Survey Records -** As the detection phase proceeds, detection survey field records shall be developed, maintained and updated as needed. All field survey records shall be submitted in their entirety to the City at the completion of the survey project.

**Detection Survey Field Records shall include the following information:**

- Survey Sub-Area Number and/or Atlas Section
  - Survey crew names
  - Survey Date and weather conditions
  - Type of appurtenance monitored
  - Appurtenance location
  - Appurtenance id number when available
  - Leak sound intensity (digital or analog meter reading)
  - General conditions encountered
  - Map discrepancies
  - Inaccessible appurtenances
- g) **Inaccessible Appurtenances –** The surveyor shall make every reasonable effort to survey every main line appurtenance (point) in the areas designated for survey. Therefore, every available appurtenance should be surveyed for leak sounds. The City acknowledges that some appurtenances, typically mainline valves, may be “inaccessible” to survey crews during the initial phase of the leak detection survey.

An inaccessible appurtenance is one that the surveyor is unable to survey for leak sounds because it either cannot be readily found in the field, or is impossible to monitor because of debris or pavement covering the valve body or valve cover that cannot be opened.

It is the intention of the City to assist the surveyor by making as many of these inaccessible points accessible to the surveyor. Subsequently the surveyor shall return to each of the newly accessible or located appurtenances so that they may be ultrasonically surveyed.

- **List of Inaccessible appurtenances** - At the completion of the preliminary detection phase of each survey area, a separate list of those that were found to be inaccessible, shall be prepared by the surveyor for submittal to the City. The List of Inaccessible Points should note whether field observations indicate that the appurtenance is buried, full of water or debris, damaged or broken, unlocatable or shown incorrectly on the map.
- **Unlocatable appurtenances** - Before determining that an appurtenance is "unlocatable", the Surveyor shall visually and/or electronically search for that appurtenance for at least 10 minutes before deeming that appurtenance to be "cannot find". Whenever possible, the surveyor should mark the detected location of any buried valves that they were able to ferromagnetically locate during their search.

h) **Supplemental Surveying of Inaccessible appurtenances** - After the City either locates, makes accessible or "cleans out" inaccessible appurtenances, the Surveyor shall then return and survey each of those appurtenances for suspect leak sounds. The detection survey records shall be updated to indicate monitoring date and determination of whether suspect leak sounds were detected or not. There will be no additional compensation for returning to survey any points that were inaccessible after they have been made accessible or located by the City.

2. **LEAK LOCATION PHASE:** The purpose of this phase of the survey is to accurately pinpoint the location of every existing detectable leak in the water system. During this phase, using a combination of ultrasonic surveying and correlator analysis, the surveyor will "confirm" or "disqualify" every suspect leak sound/area that was detected and identified during the leak detection phase. The Surveyor shall make every reasonable effort to accurately pinpoint every leak in the water system that is designated for survey by the City.

- **Daily Survey Project Communications** - At the start of each day the surveyor shall notify the City of the planned daily survey activities, identify the crew members performing the work and their location daily by email and/or by phone. The Survey crew should also check in with the City prior to starting that day's work phone call. The Surveyor will provide the City with contact mobile phone numbers for key field personnel and the survey's project manager. Obvious exceptions to this would be on weekends or evening hours when City offices are normally closed.
- **Approved Leak Location Equipment** - The Surveyor shall only utilize latest generation Leak Noise Correlator Systems for leak pinpointing, such as the FCS TriCorr Touch, Fuji LC-2500, Sewerin SeCorr 08, or their equivalent. The use of "ground miking" devices, or unmanned leak correlation equipment as the primary means to pinpoint leaks located on main line or service lines is unacceptable unless no other means are practical or possible. Any proposing firm that intends to use correlator systems other than those specified, shall enclose detailed equipment information and equipment specs with your proposal.
- **Approved Methodology** - The Surveyor shall investigate every suspect leak sound, regardless of size or type with a leak noise correlator. Pinpointing accuracy is of utmost importance to the

City. Therefore, the surveyor will make every reasonable effort to thoroughly investigate and correlate every leak site before marking the location of a leak or leaks.

**The surveyor will make as many correlator set-ups as are strategically necessary to ensure consistently accurate leak locations throughout the water system.**

- **Correlator Set Ups** - A correlator set up is defined as placement of two sensors and their respective preamplifiers on any combination of Fire Hydrants, Hydrant Auxiliary Valves, Main Line Valves, Curb Stops, and Meter sets that straddle the suspected location of the leak, for the purpose of establishing the exact location of a leak. Correlative analysis is performed by running a series of scans throughout the various filter settings before concluding that setup document your results and then changing your sensors positions to run the next series of scans on the next setup.

Depending upon the location of a suspect site and the layout of water main and appurtenances, the surveyor may have numerous setups available to them to analyze and confirm the location of a leak. Whenever possible the surveyor shall run no less than three different setups before marking a leak's location, or concluding that no leak exists in that vicinity. The surveyor is strongly encouraged to make as many setups as existing conditions allow accurately establishing and confirming the exact location of a leak.

Every detected suspect leak site shall be thoroughly investigated, resurveyed and electronically analyzed with an approved leak noise correlator. Every confirmed leak site shall be electronically confirmed through correlative analysis, and each leak pinpointed utilizing a "Computerized Leak Noise Correlator" as detailed herein. Expected leak types discovered during the survey typically include: mainline leaks, valve leaks, hydrant leaks, and service leaks whether they exist on the City side or the property owner's side of the curb stop.

- **Typical leaks that the surveyor should expect to locate and mark include:**
  - **Mainline leaks** will be accurately pinpointed, marked in the field and documented wherever they may exist on the water main.
  - **Service line leaks** located between the service corporation and the building foundation will be accurately pinpointed, marked in the field and documented. In the course of their investigation, the surveyor shall determine is the leak is on the City's side or the property owner's side of the curb stops. The Surveyor is required to pinpoint leaks between the curb stop and building foundation, and will document those leaks on the property owner side for submittal to the City. City staff can help with accessibility into the building.
  - **Fire Hydrant, Auxiliary Valve and Mainline Valve Leaks** will be accurately pinpointed. It is not necessary to mark them in the field. Surveyor only needs to document the exact location of these types of leaks for submittal to the City.
  - **Utility Line and Appurtenance Location** - Accurately measuring the exact amount, type and size of pipeline and inputting that data into the correlator setup is a key to pinpointing accuracy. Being able accurately locate and trace the layout of water main and service lines within a suspect leak site is critical. Therefore, the surveyor shall be

equipped with "state of the art" Utility Location Equipment such as Radiodetection RD8100 or RD7100, or their equivalent; and ferromagnetic metal location equipment such as Schonstedt GA-72Cd or GA-92XTd, or their equivalent. Any proposing firm that intends to use other equipment than that which is specified, shall enclose detailed equipment information and equipment specs with your proposal. The surveyor will be responsible for accurately locating and tracing any mainline and service lines that is suspected to have a leak. The City will also assist the Surveyor on an as-needed basis with information about the location of certain mains and appurtenances.

- **Daily Survey Project Communications** - At the start of each day the surveyor shall notify the City of the planned daily survey activities, identify the crew members performing the work and their location daily by email and/or by phone. The Survey crew should also check in with the City prior to starting that day's work phone call. The Surveyor will provide the City with contact mobile phone numbers for key field personnel and the survey's project manager. Obvious exceptions to this would be on weekends or evening hours when City offices are normally closed.
  - **Interim Survey Progress Reports:** Monthly or upon request of the City, the Surveyor will be required to submit progress reports which will detail, by phase and survey area, the percentage of completion, type and number of leaks found to date and calculated or estimated sizes of the repaired leaks in gallons per day. Interim reports may be submitted by email, fax or regular mail.
  - **Leak Location Documentation** - As each leak is pinpointed, its exact location shall be marked in the field with a distinctive paint mark and /or field stake for each leak. An individual leak location report shall then be prepared and submitted to the Water Division. This report shall indicate the exact location of the leak, date of detection, date of location, estimate of loss or size classification, a diagram of the leak site and recommended corrective action for its repair. Please enclose a copy of your typical leak location report with your proposal.
  - **Pinpointing Miss-marked Leaks** - In the event of an errant leak location, the Surveyor will be responsible for re-pinpointing that leak at their own expense until it is exposed. If possible, the Surveyor will make every effort to promptly return to the site while City repair crews are on-site and the initial repair excavation is still open. The surveyor must maintain a 24-hour hotline and be accessible in a timely basis whenever a leak needs to be immediately re-shot and marked.
3. **REMONITORING PHASE:** After each leak has been successfully pinpointed, repaired or stopped, the Surveyor shall resurvey every repaired leak site to verify a positive repair and/or pinpoint previously undiscovered leakage in the vicinity of the initial leak, that may have coincidentally been masked by the sound created by the original leak. Any additional leakage the is detected during the remonitoring phase shall be promptly and accurately pinpointed and documented as per the procedures specified previously in this document.
4. **FINAL REPORT:** At the conclusion all survey project activities, the Surveyor shall prepare and submit, in triplicate, hard copies and a digital PDF file of the comprehensive final report detailing the context of the survey program.

**At the minimum, the comprehensive final report must detail the following:**

- a) Area by area summary of activities and findings
- b) Summary of the number and type of leaks that were located
- c) Summary and breakdown of the number and type of monitored appurtenances
- d) Reference ID number, leak type and calculated volume (GPD) for each leak.
- e) Completed copies of each individual leak location report that detail findings, water loss recovery and repair information.
- f) Survey area maps that show the location of each leak, its type and reference number.
- g) Concluding section that summarizes and outlines any additional findings, observations, recommendations for future pro-active measures that the Surveyor reached during and as a result of this survey.
- h) The Final Report must be acceptable for submittal to Illinois Department of Natural Resources. The surveyor may be required to provide a copy of their typical Final Report to the city for evaluation during the proposal review process.
- i) A comprehensive Final Report shall be completed and submitted to the City within 90 days of the survey's completion. If additional leak repair information becomes available after that time, the City at its discretion may require the Surveyor to revise their report and submit updated copies of the Final Report.

**Valve Operating, Locating and Reporting –**

1. **The Water Distribution System Valve Assessment:** The use of hydraulic or electric valve operators is allowed. When using mechanical valve operators torque setting shall be started at the lowest force and increased till the valve operates or it is determined by the project team that breakage of the valve may occur. The surveyor shall furnish all labor, material, transportation and equipment necessary to perform the program. The surveyor shall locate and operate each main line valve in the designated area as defined by the city. An Assessment Report shall be generated by the surveyor as to the location and condition of each valve exercised or attempted to be exercised. The information detailed in the Assessment Report shall be conveyed to the city in a paper and electronic format. The surveyor shall provide copies of their typical Assessment Report to the city for evaluation during the proposal review process. Any valve that fails during exercising will be repaired or replaced at the expense of the city
  - a. **Survey Sub Area(s) Organization** – The entire water distribution system designated for survey shall be subdivided into sub areas so that the survey can be completed in stages by area. This work plan including map, plan and timelines will be submitted to the City for approval prior to work start.
  - b. **Daily Communications** - The Surveyor will check in with the City prior to starting that day's work. Obvious exceptions to this would be on weekends or evening hours when City offices are normally closed. Every two weeks or upon request, the Surveyor will be required to

submit progress reports which will detail, by phase and survey area, the percentage of completion, type and number of leaks found to date and estimated sizes of the leaks in gallons per day.

2. **LOCATING PHASE:** All main line water valves will be located and positions recorded in acceptable matter to allow the location and related data to be integrated into the cities GIS system. Water maps will be examined to determine the anticipated location of each valve. Any valves shown, but not identified by visual inspection, will be searched for using a magnetic locator. Should the search fail use of a radio-detection locator shall be used to trace water mains to establish the configuration and the probable location of the valve. Once located valve boxes or valve vaults shall be painted with precautionary blue paint for future reference.
3. **EXERCISING:** Each of the located water valves will be exercised to an extent to insure its ability to operate through its full range of turns. Valves will be first attempted to be operated manually. Valves that require machine assistance will be turned no more than 5 revolutions before reversing direction. This process will be repeated until the valve has reached closure. The valves shall be exercised from full open to full closure a minimum of three (3) times or until such time no further turn range improvement is noted. Valve should be left in a position of two revolutions closed from full opened. If for some reason the valves is unable to be left in the required opened state. Then the water department should be contacted immediately.
4. **STRUCTURE INSPECTION:** Each valve structure needs to be cleaned, dewatered and inspected. Inspections will be required to be completed by AWWA and NASSCO MACP inspection and reporting standards. Overall conditions assessments and inspections techniques will be required to follow the MACP standard for inspecting and reporting.
5. **REPORT:** The report shall include, but not limited to, the following information. Identifying number is consistent with the city map provided by the utility. Location referenced by coordinates in landmark system approved by the city, location by street and cross-street names, size, type, date, operating nut depth, enclosure type, number of turns to achieve full closure, direction of closure, present valve position, date exercised, machine torque rating, all MACP valve structure reporting.

#### **General Conditions**

The technical service provider selected to perform this project will be responsible for furnishing all labor, material, transportation, tools, and equipment necessary to properly and accurately perform the Leak Detection Survey and Valve Exercising Programs. The technical service provider shall be required to provide such skilled and trained personnel and equipment necessary to complete the work as specified herein.

- A preconstruction meeting will be held with the city. At that meeting the contractor and the city will predetermine the areas, proposed time line, reporting and billing protocols
- Project Personnel will meet with the City Utility Division to review the project guidelines and answer any questions on procedures
- The annual work schedule and total budgetary amount shall be coordinated by the City and the successful firm. All work shall be completed and invoiced by April 1 of each contract year.

- Survey Field Crews will consist of a minimum of two persons working at all times. Technical Service Provider is required minimum of five years of experience with both valve operating and Assessment Programs, and Correlator-Based Leak Detection and Location Surveys.
- The project manager needs to notify the Water Division manager via email, anytime the Technical Service Provider is scheduled to perform work within the city. They shall notify the City of the Crew Personnel, the nature of their work assignment and the atlas grid section / survey sub-area where they will be working that day.
- All field work will be conducted between the hours of 7:00 AM weekdays, and must be completed for the day by 3:00 PM, Monday through Friday. Weekday hours, other those listed, and Weekend Hours must be requested and approved in advance by the City. Additional hours must be approved 24-hours in advance to coordinate inspection. Note that the Technical Service Provider may be restricted with respect to work hours each day depending on special events in the area and weather.
- The City will provide the technical service provider with two (2) copies of the water system map, and a digitized atlas file showing the appurtenance and its identifier. The water maps will be examined to determine the anticipated location of each appurtenance.
- **Traffic Control and Safety:** The Technical Service Provider is responsible for all traffic control and protection. Work in any roadway requires traffic control and protection measures that meet IDOT standards for such. A City inspector will be making spot checks and any deficiencies must be addressed immediately. The Technical Service Provider is responsible for reviewing the jobsite and quantifying the need for flaggers.

During all phases and steps of the project appropriate temporary traffic control measures must be exercised to ensure traffic safety. All survey vehicles will be equipped with appropriate warning lights, that will include but is not limited to strobes and warning/arrow light bars. Vehicle warning lights must be engaged whenever work is being performed. Proper traffic cones and warning lights will be used whenever survey vehicles are parked for any extensive period of time while performing the leak location phase.

- **Safety:** The Technical Service Provider shall provide a Safety Officer contact for the City Inspector to address any safety related concerns that arise on the job. The Safety Officer shall have the ability to respond and address the concern in a timely fashion.

The Technical Service Provider shall always exercise every precaution for the protection of persons and properties. The safety provisions of all applicable laws and ordinances shall be strictly observed. The Technical Service Provider shall abide by all IDOT, EPA and OSHA safety standards and regulations. The City is not responsible for site safety. The surveyor is solely and exclusively responsible for means, methods, technologies and site safety.

- **Respect for resident and business property is very important. To the extent that private property damage can be minimized, it is in the Technical Service Provider's best interest to incorporate the following into their daily field operations:**

Where specialized equipment could be utilized to minimize private property damage, the Technical Service Provider should consider such. Technical Service Provider shall make the City aware of any

work on private property that may damage trees, landscaping, fences, sheds, or other property **prior to starting work**. Any abnormal damage, as deemed by the City Inspector, shall be the responsibility of the Technical Service Provider, without any additional payment by the City.

Any driveways or sidewalks in the work zone should be photographed by the Technical Service Provider prior to work starting to defend against resident claims that Technical Service Provider work cracked or damaged such. Technical Service Provider shall be responsible for defending and satisfying any claims for driveway or sidewalk damage. Pending resident claims against the Technical Service Provider could delay final invoice processing.

- The City will also make available, on a reasonable basis, personnel with a working knowledge of the water system to assist in the location of water main and system appurtenances. The City will also assist or accompany the Surveyor should access to private property, utility easements behind homes, or if access within a private business or residence is necessary.
- The City will make scheduling and access arrangements directly with the property owner should an order be placed for the surveyor to pinpoint a service leak between the curb stop and the building.

#### **Technical Specifications & Requirements:**

It is acknowledged that there are various types of equipment and methods that may be employed by the Surveyor to complete the scope of services. In order for the City to fairly and adequately analyze and compare the proposals of the individual firms, it shall be necessary for the prospective Surveyor to submit the following information.

#### ***Requirements:***

- 1) A complete detailed description of the method by which the Surveyor will perform all phases of the Leak Survey. Include a statement of what percentage of available appurtenance the Surveyor intends to monitor for leak sounds.
- 2) A complete listing of all equipment, vehicles and personnel to be utilized by the Surveyor during the survey. This listing should include the length of time this equipment has been used by the Surveyor and number of surveys conducted with this method and equipment.
- 3) An itemized listing of any City Water Division assistance, manpower, vehicle, drivers and/or equipment requirements that the Surveyor would expect for the City.
- 4) A statement as to the sensitivity, precision and/or accuracy the Surveyor has achieved and expects to provide in detecting and pinpointing leakage during this survey.
- 5) A list of municipal references where the Surveyor has performed similar services in the past two years. Included within the list should be the name and telephone number of the appropriate contact persons. A listing of results from those surveys shall be included.
- 6) Included with your proposal should be copies of your Leak Detection Form, Detection Survey Record Form, Valve Assessment Form, and a copy of your typical Final Report.
- 7) Proposals must be received by the City on or before **10:30 AM, Friday, June 2, 2017.**

**Right to Change Scope of Work:** Due to budget constraints, the City reserves the right to add or delete from the contract as required. No adjustments in contract unit prices or additional compensation will be made for alteration in the quantities or services from the contract. The quantities listed are estimates only and may be altered.

### **SELECTION OF THE TECHNICAL SERVICE PROVIDER**

It is the responsibility of the prospective Technical Service Provider to provide any and all information he deems necessary to provide an accurate description of the leak detection and location services and valve exercising that can be provided to the City. The City reserves the right to review the submitted proposals and to request additional information from the prospective Technical Service Provider for clarification of the proposal and/or modifying the proposal. The City further reserves the right to select a Technical Service Provider that will perform the requested professional services in a manner that is in the best interest of the City

### **Pricing Request**

The City is requesting Technical Service Providers provide a unit cost for the following. Due to budget constraints, the City reserves the right to add or delete from the contract as required. No adjustments in contract unit prices or additional compensation will be made for alteration in the quantities or services from the contract. The quantities listed are estimates only and may be altered. The Surveyor may propose a lump sum price option, or an alternate price option for the detection phase and unit costs for leak pinpointing.

**Additional work** –This is a unit cost contract the City will not pay for any additional work or fees related to leak survey, leak locating (pinpointing) and or Valve Exercising.

**Year 1 – May 1, 2017 – April 30, 2018**

Item	Estimated Quantity	Unit Cost	Total
Leak Survey	1,203,840 Ft (228 miles)	87.12/Mile	19,863.36
Valve Exercising	1174	43.50 /Each	51,069.00
<b><u>Leak Locating (pinpointing)</u></b>			
Main Line		375.00/Each	
Hydrant		100.00 /Each	
Valve		100.00 /Each	
Service Line (public & private)		375.00 /Each	
Additional Category			

**Year 2 – May 1, 2018 – April 30, 2019**

Item	Estimated Quantity	Unit Cost	Total
Leak Survey	1,203,840 Ft (228 miles)	87.12 /Mile	19,863.36
Valve Exercising	1174	44.50/Each	52,243.00
<b><u>Leak Locating (pinpointing)</u></b>			
Main Line		375.00/Each	
Hydrant		100.00 /Each	
Valve		100.00 /Each	
Service Line (public & private)		375.00 /Each	
Additional Category			

**Year 3 – May 1, 2019 – April 30, 2020**

Item	Estimated Quantity	Unit Cost	Total
Leak Survey	1,203,840 Ft (228 miles)	87.12 /Mile	19,863.36
Valve Exercising	1174	45.50/Each	53,417.00
<b><u>Leak Locating (pinpointing)</u></b>			
Main Line		375.00/Each	
Hydrant		100.00 /Each	
Valve		100.00 /Each	
Service Line (public & private)		375.00 /Each	
Additional Category			

**2/6/14 SECTION II**  
**INFORMATION TO SUPPLIER/CONTRACTOR**

**1. GENERAL CONDITIONS:**

- A. Proposals shall be submitted in a sealed envelope, inserted in a larger sealed envelope. Both envelopes shall be clearly marked with the word "Proposal", and the name of the project or subject of the proposal. (Sec. 2.33.200A of the St. Charles Municipal Code). The outer envelope shall be addressed "Purchasing Manager, City of St. Charles, Two East Main Street, St. Charles, IL 60174." Include a return address on both envelopes. Proposals received after the specified time and date will be returned unopened. Proposals shall be on City of St. Charles proposal form and shall be returned attached to the original specification sheets. Copies are not acceptable. **All proposals submitted are binding for sixty (60) calendar days following the date of the quote opening.**
- B. All proposals must be signed with the firm name and by an authorized officer or employee of the company. One proposal per supplier/contractor is allowed.
- C. The award of proposals shall be made, after determination of the successful supplier/contractor by the City Council, by issuance of a City purchase order from the City of St. Charles purchasing manager to the successful supplier/contractor.
- D. The City of St. Charles reserves the right to waive minor specification deviations and reject any or all proposals, and to accept the proposal, which is in the best interest of the City.
- E. All proposals must be quoted on the basis of delivery to the City storeroom, 200 Devereaux Way in St. Charles, IL. The price shall be stated in units and proposals made on each item separately. In case of conflict, the unit price shall govern. The City reserves the right to award the proposal in aggregate or on individual items.
- F. All taxes, storage, handling and delivery costs incurred prior to receipt of the material by the City must be assumed by the successful supplier/contractor.
- G. All taxes, storage, handling and delivery costs incurred prior to receipt of the material by the City must be assumed by the successful quoter. The City of St. Charles is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax.

The Illinois Department of Revenue tax exempt form can be obtained through the City of St. Charles Office of Purchasing.

The winning quoter will be required to complete the requested information included on this form. It is the purpose of this document to allow the winning bidder to purchase items for the bid project, tax free. It is the intent that the contractor will include the savings into the bid or quote.

Contractors will be responsible for utilizing this tax exempt form in a legal and responsible way. The contractor must sign a certification that the tax exempt form will be solely used for the purpose stated above. Abuse of the City's tax exempt status to avoid sales tax liability on other contractor purchases shall not be tolerated and may disqualify the contractor from being awarded future City contracts or business.

- H. If applicable, material is to be delivered on a flatbed trailer and ready to be unloaded from the side of the trailer without driving a forklift onto the trailer. Advance notice of 48 hours is required by calling 630-377-4421. Deliveries can be made to the City between the hours of 7:00 a.m. - noon and 12:30 p.m. - 3:30 p.m.
- I. Each supplier/contractor shall make an accurate statement in the proposal of the smallest number of calendar days in which delivery can be made after placement of the order.
- J. Any firm quoting this/these unit(s) must have a full service shop which includes parts and service mechanics capable of making any adjustments or repairs as may be required. The firm must also have service truck capabilities.
- K. Materials will be paid within 30 days of receipt/acceptance of same and receipt of invoice, or if a discount is allowed and is advantageous to the City, within five (5) days of receipt/acceptance of same and receipt of the invoice. Proposals will be evaluated on both thirty (30) day and discount pricing.

REQUIRED \_\_\_\_\_ NOT REQUIRED  X  \_\_\_\_\_

- L. Travel time (incl. on-site repairs and/or pick up and delivery) is included within the labor or service warranty.

REQUIRED \_\_\_\_\_ NOT REQUIRED  X  \_\_\_\_\_

2. **MATERIALS:**

Only new, unused, first quality material and/or equipment shall be offered by the supplier/contractor.

3. **PROPOSAL RESULTS:**

The supplier/contractor must supply a self-addressed, stamped envelope for obtaining proposal results. **NO** proposal results will be given by telephone.

4. **ADDENDUM**

Any interpretation of the specifications will be mailed to each supplier/contractor receiving a set of the proposal documents. Supplier/contractors shall acknowledge receipt of such addendum by returning the addendum form.

5. **PROPOSAL DEPOSIT**

A 10% proposal deposit (certified check, cashiers check, or bank draft) or proposal bond **is** required to accompany this proposal. Failure to do so will eliminate the proposal.

REQUIRED \_\_\_\_\_ NOT REQUIRED  X  \_\_\_\_\_

6. **PERFORMANCE BOND**

A performance bond in the amount of 100% of the proposal submitted **is** required within ten (10) calendar days of acceptance of the supplier/contractor's proposal by the City.

The performance bond of the successful supplier/contractor shall have a minimum "A" rating as defined in Best's Key Rating Guide, be conditioned on the faithful performance of the requirements of the contract, and shall have as surety a corporate surety authorized to act as such in Illinois. The performance bond shall cover payment for all labor and material, and insure completion of the project. The supplier/contractor will be responsible for all claims for injuries to persons or damages to property or premises arising out of or in connection with his or her operations prior to the acceptance of the finished work or supplies, and that he or she will promptly make payments to all persons supplying him or her or them with labor or materials in the prosecution of the work provided for in the contract; and shall guarantee to indemnify and save the City and its officers and employees harmless from all costs, damages, and expenses arising out of or by reason of the supplier/contractor's failure to comply and perform the work and complete the contract in accordance with the specifications.

The performance bond shall be in conformance with the requirements of the Illinois Act in relation to bonds of supplier/contractors entering into contracts for public construction. (Illinois Compiled Statutes Ch. 30, Sec. 550/1, et seq.)

REQUIRED \_\_\_\_\_ NOT REQUIRED  X  \_\_\_\_\_

7. **GENERAL GUARANTY**

The supplier/contractor agrees to (a) hold the City, its agents, and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented, invention, article, or appliance furnished or used in the performance of the contract in which the supplier/contractor is not the patentee, assignee, licensee, or owner; (b) protect the City against latent defective material or workmanship and to repair or replace any damages or marring occurring in transit or delivery; (c) pay for all permits, licenses, and fees and give all notices and comply with all laws, ordinances, and rules of the City and State of Illinois; (d) indemnify City against all claims for personal injury, death, and/or property damage arising out of the project.

8. **ASSIGNMENT**

Assignment of this contract or any part thereof, or any funds to be received thereunder by the supplier/contractor shall be subject to the approval of the City of St. Charles.

9. **DEFAULT**

The contract may be cancelled or annulled by the purchasing manager in whole or in part by written notice of default to the supplier/contractor upon nonperformance or violation of contract terms. An award may be made to the next lowest supplier/contractor, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting supplier/contractor (or his surety) shall be liable to the City for costs to the City in excess of the defaulted contract prices. The supplier/contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the supplier/contractor to deliver materials or services within the time stipulated on his or her proposal, unless extended in writing by the purchasing manager, shall constitute contract default.

10. **INSURANCE**

Detailed insurance requirements are included under City of St. Charles Insurance Requirements for Supplier/contractors.

The supplier/contractor **shall** secure and maintain in effect at all times, at his or her expense, insurance of the following kinds and limits to cover all locations of the supplier/contractor's operations in connection with work on his or her company's projects, naming the City of St. Charles as an additional insured. The supplier/contractor shall furnish Certificates of Insurance to the City before starting construction or within 10 days after the execution of the contract, whichever date is reached first. All insurance policies shall include a non-cancellation clause provision preventing cancellation without 30 days written prior notice to the City. In case of insurance cancellation, supplier/contractor shall obtain a new insurance policy in compliance with this paragraph prior to the effective date of cancellation.

Certificates of insurance must be completed on the ACCORD 25-S form, with the cancellation clause revised and revisions initialed. An example is enclosed.

REQUIRED   X   NOT REQUIRED \_\_\_\_\_

For this specific project, the City of St. Charles is requiring a liability umbrella of \$ 5,000,000 (aggregate for this project).

REQUIRED   X   NOT REQUIRED \_\_\_\_\_

11. **CERTIFICATE OF COMPLIANCE**

All supplier/contractors are required to complete the Certificate of Compliance (attached) as per the Illinois Compiled Statutes Ch. 65, Sec. 11-42.1-1, which will be returned with the proposal.

12. **HEALTH AND SAFETY ACT**

All work under this contract shall comply with the Occupational Safety and Health Act (OSHA) of 1975, and all other federal, state or local statutes, rules or regulations affecting the work done under the contract.

13. **PREVAILING WAGE RATE**

This contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, *including but not limited to*, all wage requirements and notice and record keeping duties.

The successful quoter and each subcontractor shall submit monthly, in person, by mail, or electronically, a certified payroll to the City of St. Charles. The certified payroll shall consist of records of all laborers, mechanics, and other workers employed by them on the project. The records shall include each worker's name, address, telephone number (when available), the last four digits of the worker's social security number, classification or classifications, the hourly wages paid in each period, the number of hours worked each day, and the starting and ending times of work each day. The certified payroll shall be accompanied by a statement signed by the quoter or subcontractor which avers that:

- A. Such records are true and accurate;
- B. The hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required; and
- C. The quoter or subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.

The City of St. Charles is required to keep the certification records submitted for a period of not less than five years. Furthermore, these records, except an employee's address, telephone number, and social security number, shall be made available in accordance with the Freedom of Information Act.

14. **EXECUTION OF CONTRACT, INSURANCE AND PERFORMANCE BOND**

The successful supplier/contractor, within ten (10) business days after acceptance of the supplier/contractor's offer by the City, shall execute all requested contract documents, supply satisfactory evidence of required insurance, and furnish a satisfactory performance bond when required by the proposal documents. In the event that the supplier/contractor fails to furnish required documents, insurance, and performance bond within ten (10) business days after acceptance of the supplier/contractor's offer by the City, then the City's acceptance of the offer shall automatically terminate, and the proposal deposit of the supplier/contractor shall be retained by the City as reimbursement for administrative costs.

15. **RELEASE OF PROPOSAL DEPOSITS**

Within a reasonable time after the proposal opening, proposal deposits of all except the three lowest responsible proposals will be released. The remaining deposits will be released after the successful supplier/contractor has executed the contract documents and furnished evidence of the insurance and bonds required by the proposal documents.

16. **EQUAL OPPORTUNITY EMPLOYER**

The City of St. Charles is an equal opportunity employer, and all supplier/contractors are required to be equal opportunity supplier/contractors as defined by all applicable state and federal laws and regulations.

17. **VETERANS PREFERENCE**

The City of St. Charles, per Illinois Compiled Statutes Ch. 330, par. 55/1-55/3, gives preference to veterans for public works contracts, should a tie quote arise between local OR non-local suppliers.

18. **CERTIFICATE OF NON-DISQUALIFICATION**

All supplier/contractors are required to submit a completed Certificate of Non-Disqualification (attached), as required under Illinois Compiled Statutes, Ch. 720, Sec. 33 E-11.

19. **PROVISIONS OF ST. CHARLES MUNICIPAL CODE**

All proposals and contracts shall be in accordance with Title 2, Ch. 2.33 of the City of St. Charles Illinois Municipal code, as from time to time amended, which shall take precedence over and control all aspects of this contract, and which are incorporated herein by reference.

20. **SURVIVAL**

The provisions hereof shall survive and shall not merge with the resulting purchase order or contract awarded to the successful supplier/contractor, but shall be additional terms thereof; and the submission of a proposal shall be deemed as acceptance of these terms.

21. **CERTIFICATE OF COMPLIANCE WITH SAFETY STANDARDS**

All supplier/contractors are required to submit a completed Certificate of Compliance with Safety Standards (attached).

22. **CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257 OF THE ILLINOIS HUMAN RIGHTS ACT**

All supplier/contractors are required to submit a completed Certificate of Compliance with Public Act 87-1257 of the Illinois Human Rights Act (attached).

23. **WAIVERS OF MECHANICS LIEN**

A. With each application for payment, submit waivers of mechanics liens from the supplier/contractor, subcontractors, and suppliers for the construction period covered by the current application. Payment will not be released until the supplier/contractor has supplied the City with the waiver of liens.

1. Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.
2. When an application shows completion of an item, submit final or full waivers.
3. The City reserves the right to designate which entries involved in the work must submit waivers.
4. Waiver Delays: submit each application for payment with the supplier/contractor's waiver of mechanics lien for the period of construction covered by the application.

A. Initial application for payment: administrative actions and submittals, that must precede or coincide with submittal of the first application for payment, include the following:

1. List of subcontractors.
2. List of principal suppliers and fabricators.
3. Schedule of values.

REQUIRED \_\_\_\_\_ NOT REQUIRED  X  \_\_\_\_\_



**CERTIFICATE OF NON-DISQUALIFICATION  
UNDER ILLINOIS COMPILED STATUTES, CH. 720, SEC. 33E-11**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that Associated Technical Services Ltd (quoter) is not barred from contracting with any unit of State or local government, as a result of a violation of Ch. 720, Sec. 33E-11 of the Illinois Compiled Statutes.

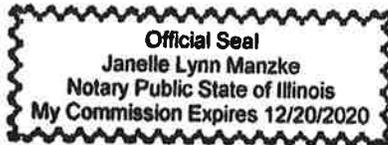
Associated Technical Services Ltd  
Name of Bidder

By: [Signature] Business Manager

State of Illinois,  
County of DuPage ss.

Subscribed and sworn to  
before me this 1<sup>st</sup> day  
of June, 2017.

[Signature]  
Notary Public



**NOTE TO QUOTER:** Anyone who makes a false statement, material to this Certification, commits a Class 3 Felony under Illinois Compiled Statutes, Ch. 720, Sec. 33E-11 (b).

**CERTIFICATE OF COMPLIANCE WITH SAFETY STANDARDS**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that Associated Technical Services Ltd. (bidder) shall comply with all local, state and federal safety standards.

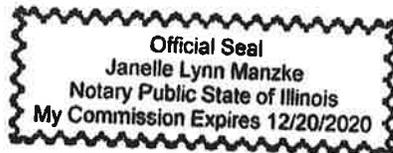
Associated Technical Services Ltd.  
Name of Bidder

By: [Signature] Business Manager

State of Illinois,  
County of DuPage ss.

Subscribed and sworn to  
before me this 1<sup>st</sup> day  
of June, 2017.

[Signature]  
Notary Public



**CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257  
OF THE ILLINOIS HUMAN RIGHTS ACT**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that Associated Technical Services Ltd. (bidder) complies with the Illinois Human Rights Act as amended by Section 2-105, Public Act 87-1257 in relation to employment and human rights.

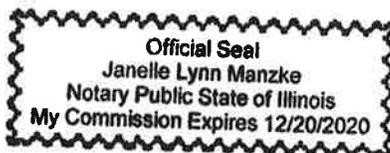
Associated Technical Services Ltd.  
Name of Bidder

By: [Signature] Business Manager

State of Illinois,  
County of DuPage ss.

Subscribed and sworn to  
before me this 1<sup>st</sup> day  
of June, 2017.

[Signature]  
Notary Public



**CERTIFICATE OF COMPLIANCE WITH PREVAILING WAGE RATE ACT**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that all work under this contract shall comply with the Illinois Prevailing Wage Act, 820 ILCS 130/.01, et. seq, (the "Act") and current City ordinance, to the extent required by law. Contractors shall submit monthly certified payroll records to the City.

Associated Technical Services Ltd  
Name of Contractor

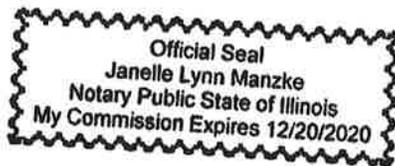
By: [Signature] Business Manager

State of Illinois,  
County of DuPage ss.

Subscribed and sworn to  
before me this 1<sup>st</sup> day  
of June, 2017.

[Signature]  
Notary Public

/cjb



**CERTIFICATE OF COMPLIANCE WITH SALES TAX FORM**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that Associated Technical Services Ltd. (bidder) shall comply with General Conditions, Paragraph 1.G. and the Illinois Department of Revenue tax exempt form.

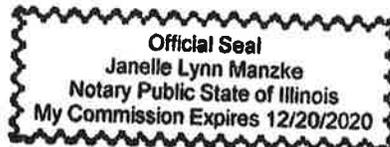
Associated Technical Services Ltd.  
Name of Bidder

By: [Signature]

State of Illinois,  
County of DuPage ss.

Subscribed and sworn to  
before me this 19 day  
of June, 2017.

[Signature]  
Notary Public



JH:cb  
Suppliers Section II



**Illinois Department of Revenue**  
 Office of Local Government Services  
 Sales Tax Exemption Section, 3-520  
 101 W. Jefferson Street  
 Springfield, IL 62702  
 217 782-8881

January 2, 2015

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CITY OF ST CHARLES  
 DIRECTOR OF FINANCE  
 TWO EAST MAIN ST  
 ST CHARLES IL 60174**

Effective January 1, 2015, we have renewed your governmental exemption from payment of the Retailers Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax, as required by Illinois law.

We have issued the following new tax exemption identification number:

**E9996-0680-07**  
 to  
**CITY OF ST CHARLES**  
 of  
**ST CHARLES, IL**

The terms and conditions governing use of your exemption number remain unchanged.

**Office of Local Government Services  
 Illinois Department of Revenue**

Issued To: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_  
 Project: \_\_\_\_\_  
 Dates Valid: \_\_\_\_\_

  
 Christopher A. Minick, Director of Finance

STS-70 (R-2/98)  
 L-492-3524  
 10-0001288



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## City of St. Charles Certificate of Insurance Requirements

Contractors shall carry all insurance coverage required by law. In addition, the Contractor shall carry, at its own expense, at least the following insurance coverage with a duly licensed and registered insurance company in the State of Illinois having a minimum A.M. Best rating of A-VI:

- (a) **Workers' Compensation & Occupational Diseases Insurance – Statutory amount for Illinois**
- (b) **General Liability Insurance:**
  - 1) **Bodily injury, with limits of not less than \$1,000,000 each occurrence/  
\$2,000,000 aggregate;**
  - 2) **Property damage, with limits of not less than \$1,000,000 each occurrence/  
\$2,000,000 aggregate;**
  - 3) **Contractual insurance – broad form, with limits of not less than \$1,000,000 each occurrence/\$2,000,000 aggregate.**
- (c) **Automotive Liability Insurance:**
  - 1) **\$1,000,000 each occurrence/  
\$2,000,000 aggregate;**
  - 2) **Property damage, with limits of not less than \$1,000,000 each occurrence/  
\$2,000,000 aggregate. Property damage insurance coverage shall include non-owned, hired, leased, or rented vehicles, as well as owned vehicles.**
- (d) **Umbrella liability \$5,000,000.**



- 
- (e) Contractor's insurance policy shall name City as an additional insured on the General Liability, Automotive Liability and Excess Liability insurance policies. The insurance coverage shall be written with insurance companies acceptable to City. All insurance premiums shall be paid without cost to City. The Contractor shall furnish to City a Certificate of Insurance attesting to the respective insurance coverage for the full contract term. Contractor shall submit satisfactory proof of insurance simultaneously with the execution of the contract.
  
  - (f) All insurance policies shall provide that the City shall receive written notice of cancellation or reduction in coverage of any insurance policy thirty (30) days to the effective date of cancellation.