

Title: Water Pump and Water Well Maintenance



BID PACKAGE

CITY OF BEVERLY HILLS
PURCHASING DIVISION
455 NORTH REXFORD DRIVE BEVERLY HILLS, CALIFORNIA
90210 (310) 285-2440

LEGAL NOTICE - BIDS AND QUALIFICATIONS WANTED

Water Well and Pump Related Maintenance and Repair Services

Sealed bids are requested on the list of materials, supplies, equipment or services set forth herein, subject to all conditions outlined in the Bid Document, including:

- SECTION I:** REQUEST FOR BIDS AND QUALIFICATIONS
- SECTION II:** GENERAL INFORMATION AND INSTRUCTION
- SECTION III:** SCOPE OF WORK
- SECTION IV:** BID FORM

Sealed bids along with company qualifications will be received only at the **Office of the City Clerk**, 455 North Rexford Drive, Beverly Hills, until 2:00 PM local time, on the dates hereinafter stated at which time they will be opened and publicly read for furnishing the materials, supplies, equipment or services or for supplying the materials, and/or providing labor for the repair, construction or improvement as the case may be, as indicated by the items hereunder listed and in accordance with the applicable specifications. A company qualifications package is also required to be submitted.

SECTION I - REQUEST FOR BIDS AND QUALIFICATIONS

Date of Request: February 22, 2018

Bid Number: 18-15

Item Description: Successful bidder to provide materials and services as related to the maintenance and repair of various water pumping facilities and water well locations. Sites to be included are as follows:

Reservoir 6	2 pumps 75hp each
Reservoir 5	2 pumps 75hp each
Reservoir 4B	2 pumps 125hp each
Greystone Reservoir	2 pumps 75hp each
Sunset Reservoir	2 pumps 75hp each
Woodland Reservoir	2 pumps 200hp each
Green Acres Reservoir	2 pumps 10hp each
Reservoir 3A	2 pumps 75hp each
Monte Cielo Pump	2 pumps 10hp each
Station 8 Walker Drive	2 pumps 10hp each
Maple Yard Wells	2 pumps 30hp each
La Cienega Wells	3 pumps 75-100hp each

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The following pumps are associated with the RO Water Treatment Plant

Caustic Soda Pumps	4 pumps 0.5hp each
Ammonia Hydroxide Pumps	2 pumps 0.5hp each
Sulfuric Acid Pumps	3 pumps 0.5hp each
Fluoride Pumps	2 pumps 0.5hp each
Antiscalant Pumps	2 pumps 0.5hp each
Auxiliary Clearwell Pumps	2 pumps 0.5hp each
Auxiliary Clearwell Pumps	1 pump 225hp each

Bid Opening: March 15, 2018 at 2:00 PM (PST)

All bids and qualifications must be delivered by the specified opening time of the bid. Bids arriving after the specified hour will not be accepted. Mailed bids delivered after the specified hour will not be considered regardless of postmarked time on the envelope. All bids must be in writing and must contain an original signature by an authorized officer of the firm - Electronic bids (telephone, FAX, etc.) are **NOT** acceptable.

BID DEPOSIT - NONE REQUIRED WITH THIS BID

PERFORMANCE BOND AND PAYMENT BOND - NONE REQUIRED WITH THIS BID

THE CITY RETAINS THE RIGHT TO REJECT ANY AND ALL BIDS WITHOUT CAUSE AND/OR ELECT NOT TO AWARD A BID.

BEST QUALIFIED FIRM(s)

Each Bidders shall submit a qualification package that closely addresses the criteria below. The award, if any, will be made to the best qualified firm(s). In evaluating whether bidders are the best qualified firm(s), City staff may utilize some or all of the following criteria:

1. The training, credentials and experience of the firm;
2. The demonstrated competence, ability, capacity and skill of the firm to perform the contract or provide the services;
3. The capacity of the firm to perform the contract or provide the service promptly, within the time specified, and without delay;
4. The sufficiency of the firm's financial and other resources;
5. The character, integrity, reputation and judgment of the firm;
6. The ability of the firm to provide such future service as may be needed;
7. The price which the firm proposes to charge, including whether the price is fair, reasonable and competitive; and
8. Any other factors which illustrates the firm's ability to provide the services required.

The City shall have absolute discretion in determining the applicability and weight or relative weight of some or all of the criteria listed above and is not required to select the lowest monetary proposer.

PROPOSAL FORMAT

1. Letter of Transmittal

- a. Identify the submitting organization;
- b. Identify the name, title, telephone and fax numbers, and e-mail address of the person

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authorized by the organization to contractually obligate the organization; authorized to negotiate the contract on behalf of the organization; and to be contacted for clarifications.

- c. Be signed by the person authorized to contractually obligate the organization;
- d. Acknowledge receipt of any and all amendments to this RFP.

2. Qualifications

Provide a brief summary of your firm's history, its capabilities, and its recent relevant experience (last five years). Also, describe your demonstrated experience with similar projects and qualification including licenses and certifications.

3. Key Personnel

Describe the project team composition and include resumes of key personnel.

4. References

List a minimum of three (3) references for whom comparable services were provided to in the last five (5) years. Include the name of the agency, name of the contact, telephone number of the contact, email address of contact (if available), brief description of the services provided and your firm's role.

5. Project Work Plan

Describe your understanding of the project and approach. Include deliverables, milestones, assumptions, and identify potential risks that could delay the project. List any resources you expect the City to provide.

6. Cost Proposal

Complete the bid forms provided herewith. The hourly rates should include fringe benefits, indirect costs and profit. Additionally, if applicable, a schedule of reimbursable expenses should be included.

EVALUATION POINT SUMMARY

All Bidders will be evaluated using the criteria and point structure indicated below. Evaluations will be based on the weighted criteria listed, which correspond to information requested in various sections of the proposal:

Only those that achieve a score of 50 points or more will be eligible for consideration and evaluation under this proposal.

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CRITERIA	MAXIMUM POINTS
Experience / Technical Competence	20
Ability to Meet Work Plan / Timelines	15
Quality Control	15
Cost of Services, Cost Control	30
Stability / References	10
Value Added - Breadth of Service	10
TOTAL POINTS	100

EVALUATION FACTORS

Experience and Technical Competence: Up to 20 points may be awarded based on the evaluation of the Bidder's knowledge and prior experience. Evaluation will be based on relevant experience of key personnel based on resumes showing technical knowledge and experience. Evaluation will also be based on level of the firm's previous projects of comparable complexity, scale and nature; training and proven expertise in the area of work required; experience in projects completed for public entities; and the firm's proposed work plan.

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Ability to Meet Project Work Plan and Timeliness: Up to 15 points may be awarded based on the Bidder's ability to perform the work expeditiously. Consideration will be given to the ability and past experience in assembling a highly qualified staff. The ability to provide the City with approval of management and representatives assigned to the engagement and provide assurance of resources to accommodate changes or turnover in staff. Efficiency and timeliness in completion of projects.

Quality Control: Up to 15 points may be awarded based on whether the distinctive goals established for each component are met. Brief descriptions of previous project experiences should be used as examples of how quality control was achieved with other agencies.

Cost of Services, Cost Control: Up to 30 points that may be awarded for the lowest hourly rates, fixed or blended hourly rates and the mocked-up project costs. The Bidder's overall cost proposal for the project should reflect cost effective work and services. Cost control, performance within budget allocations, prudent auditing practices, management and clear and constant communication with City staff are essential to the success of this on-call contract. Brief descriptions of previous project experiences should be used as examples of how this was achieved with other agencies, along with key examples of the firm's accuracy in cost estimating.

Stability/References: Up to 10 points may be awarded upon an evaluation of Bidder's work for similar engagements. Please submit at least three references from public entities of similar size and scope. Additionally, provide evidence of insurance; description of firm size and structure, including number of partners and owners; and confirmation of firm's independence and license to practice in California.

Value Add/Breadth of Service: Up to 10 points may be awarded based on the Bidder's ability to provide insight and information, industry best practices and the ability to effectively communicate information to management and provide technical training or resources.

**CITY OF BEVERLY HILLS
SECTION II - GENERAL INFORMATION AND INSTRUCTION**

1. The vendor's bid may be withdrawn at any time prior to the bid opening. No bid may be withdrawn after the bid opening. Violation of this policy may cause removal from qualified Bidder's List.
2. Bidders are advised to become familiar with all conditions, instructions and specifications governing this bid. Once the award has been made, a failure to have read all the conditions, instructions and specifications of this contract shall not be cause to alter the original contract or for vendor to request additional compensation.
3. Bidders agree to defend and save the City from and against all demands, claims, suits, costs, expenses, damages and adjustments based on any infringement of any patent relating to goods specified in this contract.
4. Successful bidder shall not assign the contract, or subcontract the whole or any part of the contract without written consent of the City. Such consent shall neither relieve the bidder from his obligation nor change the terms of the contract.
5. The City shall have the right to inspect any material specified herein. Equipment, supplies or services that fail to comply with the specifications herein regarding design, material or workmanship are subject to rejection at the option of the City. Any materials rejected shall be removed from the premises of the City at the expense of the vendor.
6. Bidder shall state the nature and period of any warranty or guarantee. Manufacturer's specifications shall be submitted with the bid and shall be considered a part of this contract where such specifications meet the minimum of the City specifications.
7. Each bidder shall submit in full this completed original BID DOCUMENT and all necessary catalogues, descriptive literature, etc., needed to fully describe the materials or work he proposes to furnish.
8. Bidders shall state the delivery date for commodities in terms of calendar days after notification of award. Where the contract calls for performance of labor, the bidder shall also state the number of calendar days required for completion after notification of award.
9. Cash discounts shall be considered in the evaluation of the bids, except that payment periods of less than thirty (30) days will not be considered in award of this bid. Where cash discounts are offered, the discount date shall begin with the invoice date or delivery date to the City, whichever is later.
10. Upon the award of the bid to the successful bidder, insurance will be required by the terms of this bid, the City will require evidence of such coverage be furnished within fourteen (14) days of notification of bid award. The amounts and types of coverage are specified on Page 11 of the bid. **All insurance forms must be in a format acceptable to the City.** See ATTACHMENT A, the City's Insurance Form.
11. The Contractor agrees to indemnify, defend and hold harmless the City, City Council and each member thereof, and every officer, and employee of the City, from any liability or financial loss including, without limitation, attorney's fees and costs, arising in any

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manner whatsoever from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Contractor, or any person employed by Contractor, including agents and independent contractors, in the performance of this agreement.

12. Every supplier of materials and services and all contractors doing business with the City shall be an "Equal Opportunity Employer" as defined by Section 2000 (E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11375, and as such shall not discriminate against any other person by reason of race, creed, color, religion, age, sex or physical or mental handicaps with respect to the hiring, application for employment, tenure, terms or conditions or employment of any person.
13. Prevailing Wages. In accordance with the provisions of 1770 et seq., of the labor Code, the Director of the Industrial Relations of the State of California has determined the general prevailing wages applicable to the work to be done. Successful Bidder will be required to pay all persons employed on the project by the Successful Bidder sums not less than the sums set forth in the documents entitled "General prevailing Wages Determination made by the Director of Industrial Relations pursuant to California Labor Code, part 7, Chapter 1, Article 2, Sections 1770, 1773, 1773.1." These documents can be reviewed in the office of the City Clerk or may be obtained from the State of California.
14. Prices quoted herein must be firm for a period of not less than ninety (90) days after date of bid opening.
15. Bids calling for other than a "lump sum" total bid may be awarded by single item, by groups of items, or as a whole, as the City deems to be in the best interest of the City.
16. The City will be the sole and exclusive judge of quality, compliance with bid specifications or any other matter pertaining to this bid. The City reserves the exclusive right to award this bid in any manner it deems to be in the best interest of the City.
17. Quantities specified in Section III are approximate only, the City reserves the right, within the period for delivery to increase or decrease the quantity ordered and upon mutual agreement after the period specified for delivery, order additional quantities of items bid.
18. Contractor shall cooperate with the City in all matters relating to taxation and the collection of taxes. It is the policy of the City to self-accrue use tax associated with its own purchases. The City requests that its contractors self-accrue their use tax, when applicable, and report the use tax to the State Board of Equalization with a City-assigned permit number. The City's own use tax which is self-accrued by the City will be remitted to the State of California pursuant to the City's permit with the State Board of Equalization."
19. For any questions regarding this bid, please contact: vdamasse@beverlyhills.org no later than 10 AM (PST) on March 9, 2018.

SECTION III – SCOPE OF SERVICES

The Successful Bidder shall provide the City with water pump and well maintenance services at all City well and pumping station facilities as directed by City. Such services shall include, but not be limited to: removing and reinstalling pumps and any piping; pump and/or motor replacement/repair; video logging; swabbing and wire brushing water well casings; repair of water well casings; water well development and redevelopment and electrical repair; vibration analysis (semi-annual); alignment checks; and Variable Frequency Drive unit repair/replacement. Prepare detailed maintenance and cost break down reports in hard copy and electronic format for each repair and/or analysis for each piece of equipment at each site. Provide recommendations for future upgrades and/or improvements. Provide recommended preventative maintenance program for each piece of equipment at each site. The Successful Bidder shall maintain all required Federal, State (A, C-57 and C-61) and Local licenses and permits.

There will be a mandatory job walk on **March 6, 2018 at 1:30 PM to approximately 3:30 PM (PST)**. All parties will meet at 345 N. Foothill Road, Beverly Hills, CA 90210 in the Lobby.

As part of the bidding process we would like a detailed price for the following scenarios which utilizes the hourly rates in the Bid Form. Please provide your bid for each scenario on company letterhead in the fashion you expect to deliver quotes under the annual contract.

Scenario No. 1

At Well No. 6, The City needs the existing pump and submersible motor pulled and replaced with a new pump and submersible motor, column pipe, and electrical wiring to the junction box. The new column pipe shall be 6" diameter x 20' sections that are lined and coated with fusion-bonded epoxy. The motor power rating is 60 HP, 45 Kw, 480 volt, 67.7 amps. The pump shall be rated to discharge a capacity of 350 gallons per minute at 500 feet TDH. The installation shall include a new poly airline and a new transducer. The phase running load is 70-71 amps. The pump shall have stainless steel impellers. The depth to the pump suction is 450 feet. A video log shall be taken before and after the performance of a bore blast and swabbing/air lifting of the well. Give cost to remove accumulated materials, costs for lab analyses on material removed, hauling fees and dump discharge fees. The following should be itemized:

Materials

- 350 GPM Pump
- 460 volt submersible motor
- Motor coupling
- Motor-to-pump adapter
- Splice kit
- 6" x 20' epoxy lined and coated T&C
- 2 part epoxy for submersible motor

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- ¼" poly airline
- Transducer
- Motor freight
- 8" x 6" bushing and coupling
- Epoxy for spot repairs while installing pump

Labor

- Mobilization
- Pull pump and motor
- Transport
- Unload and tear down at shop
- Unload new column at shop
- Paint motor
- Make splice at shop
- Miscellaneous shop labor
- Load pump, motor, column, cable, etc.
- Install pump and motor
- Per Diem
- Perform system start-up and electrical wiring
- Video log of well casing
- Water lab analysis
- Bore blast
- Swab and airlift

Scenario No. 2

At Greystone Reservoir Pumping Station replace 75 HP US Motors Premium Efficient Motor, 460-volt, 3-phase with same motor.

Repair the pulled motor and return to the City to use as a spare.

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SECTION IV - BID FORM
(Must be completed by Bidder)

The undersigned proposes to furnish all materials, supplies, equipment or services set forth herein subject to all conditions outlined in the Bid Document, including the general instructions and information to bidders, at prices indicated below. These rates will be effective until December 31, 2018.

(Enter hourly rates and pricing as appropriate)

- | | |
|--|----------------------|
| 1. 2 Man crew and pump rig | \$ _____/hour |
| 2. 3 man crew and pump rig | \$ _____/hour |
| 3. Rotary crane and 1 man crew | \$ _____/hour |
| 4. Rotary crane and 2 man crew | \$ _____/hour |
| 5. Service truck and field serviceman | \$ _____/hour |
| 6. Service truck 2 man crew | \$ _____/hour |
| 7. Flatbed truck and driver | \$ _____/hour |
| 8. Additional helper | \$ _____/hour |
| 9. Control and instrumentation specialist | \$ _____/hour |
| 10. Shop labor | \$ _____/hour |
| 11. Overtime – addition to above rates | \$ _____/hour |
| 12. Wire brush or swab rental | \$ _____/each |
| 13. Video log service color dual camera | \$ _____/each |
| 14. Labor – portal to portal | \$ _____/hour |
| 15. Electrician | \$ _____/hour |
| 16. Vibration Analysis | \$ _____/semi-annual |
| 17. Annual alignment checks and realignment of
each pump as listed above, if necessary: | \$ _____/each |

Percent (%) markup on equipment or parts _____

Payment Terms _____

Warranty _____ Exceptions or Deviations attached **___ YES ___ NO**

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Delivery _____(Number of Days)

Percent (%) increase in rates for Calendar Year 2019: _____

Percent (%) increase in rates for Calendar Year 2020: _____

Company Name _____ Telephone _____

Address _____

Person submitting bid

Print Name

Title

Signature

F.O.B.

All prices of the bid shall be F.O.B. destination Beverly Hills, California; and delivery to any point within Beverly Hills shall be without additional charge.

TAX

All bid bids shall be exclusive of tax; City staff will compute all tax involved when applicable.

ACCEPTANCE OF BID

The City reserves the right to accept or reject any and all bids and reserves the right to waive technicalities where such action best serves the interests of the City. The manufacturer of the proposed materials or equipment may be required to acknowledge by written confirmation that the minimum requirements of the specifications are included in the Bidder's bid before the award of the bid.

EXCEPTIONS

Any bidder's exceptions to these terms or conditions or deviations from the written specifications shall be shown in writing and attached to bid form. However, such exceptions or deviations may result in bid rejection.

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AGREEMENT TERMS AND CONDITIONS

A. INSURANCE (applicable to successful bidder who may come into the City)

(1) **Commercial general liability** coverage at least as broad as Insurance Services Office Commercial General Liability occurrence coverage ("occurrence" form CG0001, Ed. 11/85) with a limit of not less than \$2,000,000 (Two Million Dollars) per occurrence. If the insurance includes a general aggregate limit, that limit shall apply separately to this contract or it shall be at least twice the required per occurrence limit.

(2) **Business automobile liability** insurance at least as broad as Insurance Services office form CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 "any auto" and endorsement CA 0029 (Ed. 12/88) with a limit not less than \$1,000,000 (One Million Dollars) per accident.

(3) **Workers Compensation** Insurance as required by the State of California and **employers liability** insurance with a limit not less than \$1,000,000 (One Million Dollars) per accident.

All insurance coverage shall be provided by insurers with a rating of B+; VII or better in the most recent edition of Best's Key Rating Guide, Property-Casualty Edition.

Work on City property covered by a purchase order cannot be commenced until certificates of insurance have been approved.

Please use the official City of Beverly Hills certificate of insurance form (attached). If you use another form, the following requirements must be met to make the certificates acceptable to the City:

1	name the City of Beverly Hills as additional insured for both GENERAL liability and AUTO liability; and
2	have at least thirty (30) days written notice of cancellation.

All certificates of insurance must remain current until the purchase order expires or is sooner cancelled.

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**AGREEMENT TERMS AND CONDITIONS ARE CONTAINED IN THE FORM
ATTACHED AS ATTACHMENT II**

AFTER THE ACCEPTANCE AND AWARD OF THE BID BY THE CITY COUNCIL UPON RECEIPT OF A WRITTEN PURCHASE ORDER EXECUTED BY A PROPER OFFICER OF THE CITY, THE CITY AND THE SUCCESSFUL BIDDER SHALL ENTER INTO A CONTRACT ON THE FORM ATTACHED AS ATTACHMENT II.

If your response is "**NO BID**", please explain below:

COMPANY NAME:_____

ADDRESS:_____

CITY, STATE, ZIP CODE:_____

TELEPHONE NUMBER:_____

BY:_____

Print Name

Signature

Title

Date

PLEASE RETURN TO:

CITY OF BEVERLY HILLS
OFFICE OF THE CITY CLERK, ROOM 190
455 NORTH REXFORD DRIVE
BEVERLY HILLS, CA 90210