



**PUBLIC UTILITY DISTRICT NO. 1**  
**OF MASON COUNTY**  
N. 21971 Hwy. 101  
Shelton, Washington 98584

**BOARD OF COMMISSIONERS**  
MIKE SHEETZ, Commissioner  
JACK JANDA, Commissioner  
RON GOLD, Commissioner

## **Request for Proposals**

### **Potable Water Reservoir/Tank Inspection and Cleaning**

**NOTICE IS HEREBY GIVEN THAT PUBLIC UTILITY DISTRICT No. 1 OF MASON COUNTY, WASHINGTON,** does hereby invite bids from qualified, responsible bidders specializing in tank inspection and cleaning for potable water reservoirs. **Inspections and cleanings shall be completed by December 31, 2018. Final reports shall be submitted to Mason PUD 1 by January 31, 2018.**

#### **SUBMISSION DEADLINE:**

Bids must be submitted to Brandy Milroy, electronically at [brandym@mason-pud1.org](mailto:brandym@mason-pud1.org) or in person or by mail to 21971 N. US Hwy 101, Shelton, WA 98584, no later than **Friday, September 21, 2018 at 4:00 p.m.** Bids received after deadline will not be considered. The District's email will serve as the official date/time stamp for submittals.

Questions may also be submitted to Brandy Milroy via email and answers will be posted on the District's website [www.mason-pud1.org/bids/](http://www.mason-pud1.org/bids/) next to the bid announcement so all bidders receive the same information.

All bidders must be registered on the District's small works roster online at MRSC Rosters [www.mrscrosters.org](http://www.mrscrosters.org).

#### **DISTRICT OPTION TO REJECT ALL BID PROPOSALS:**

The District may, at its sole discretion, reject any or all bid proposals submitted. The District shall not be liable for any costs incurred in connection with the preparation and submittal of any bid proposal. The District reserves the right to waive any informality in a submitted proposal.

#### **SCOPE OF WORK:**

Please see Attachment A.

#### **PREPARATION AND CONTENT OF THE PROPOSAL:**

Proposal submissions should be transmitted electronically **via email** in either MS Word or Adobe PDF format and contain the following information:

- Scope of work for inspection and cleaning including standard sediment level removal
- Inspection procedure including video recording format and final report format
- Method of reservoir cleaning including underwater operations
- Total number of days to inspect and clean all the tanks
- Price for inspection and cleaning each tank including prevailing wages



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- ❑ Total price for all services including applicable sales tax and prevailing wages
- ❑ Hourly price for additional labor and repairs
  
- ❑ Additional costs for:
  - Per hour for additional labor and/or repairs
  - Per tube of epoxy or other sealant for sealing minor cracks
  - per inch for removing additional sediment

Per hour for dichlorination.

**PREVAILING WAGE:**

All contractors and subcontractors are required to pay Washington State prevailing wages. View prevailing wage rates at <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>, rates, or view a copy at Mason County PUD No. 1's offices at N. 21971 Hwy 101, Shelton, WA.

**DISADVANTAGED BUSINESS ENTERPRISE:**

Mason County PUD No. 1 is an equal opportunity employer; small business, minority and women owned firms are strongly encouraged to apply.

**PROPOSAL SELECTION AND EVALUATION:**

**SELECTION PROCESS**

The District reserves the right to act as sole judge of the contents of the proposals and for selection of a contractor. The award of a contract will be based on the lowest responsive proposal submitted from a responsible contractor.

***Adherence to Form***

All proposals submitted in response to this RFP must adhere to the format set forth in this RFP. Failure of the contractor to adhere to this format may eliminate their proposal from any further consideration.

***Required Additional Material***

All bidders shall submit a brief statement of their proposed work schedule and work objective to achieve the required scope of work, description of qualifications with the total number of employees available to service this contract, and list a minimum of three (3) client references; and any other information which would be beneficial to the District for purposes of evaluating this proposal.

**EVALUATION PROCESS**

Evaluation of the proposals and their cost effectiveness to the District will be made by the District's management team. The management team will evaluate all information provided in the proposal documents to determine the



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compliance to requirements set forth in this RFP, and responsible qualifications of the individual(s) or firm(s) submitting a proposal.

**EVALUATION CRITERIA**

The evaluation and determination of the fulfillment of the following requirements will be made by the District and its judgment will be final. False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for its rejection. Criteria to be used in the selection process will include, but may not be limited to, the following considerations;

- **Cost-** To be considered cost effective, a proposal shall provide the required services at the lowest cost to the District.
- **Contractor's Experience** - Of particular interest will be those services provided to projects of similar size and scope of service.
- **Contractor's Capability** - Contractor's proposed scope of work, suggested materials, and visual enhancements.
- **Contractor's Understanding of the Work** - Demonstration of the Contractor's understanding of the magnitude and complexity of the maintenance services and expertise required to perform successfully under the contract. Ability to comply with minimum specifications as set forth in scope of work.

**INVOICING:**

Contractor shall provide time and material invoices for each project to the District at the completion of each project in a format acceptable to the District for work performed to the date of the invoice.

**ATTACHMENTS:**

A – Scope of Work

B- Reservoir RFP Quotation Sheet & Driving Directions to Each Site

C- Sample Service Contract



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**Attachment A - SCOPE OF WORK**

The Contractor shall:

- Inspect all reservoirs for sediment and defects.
- Clean as necessary to remove all sediment, debris, and bacteria harboring media.
- Record all procedures using cameras capable of focusing on the entire interior surface with high resolution video to include narration. Video record shall play back in Microsoft Media Player.
- Provide live video feed and live voice communication for monitoring of entire procedure.
- Defects shall be noted on inspection report, with owner option for repair.
- Final report of inspection findings and recommendations to be provided in Adobe PDF format and sent on USB drive, compact disc, or by electronic mail (email).
- Inspections and cleanings shall be completed by **December 31, 2018**.
- Final reports shall be submitted to Mason PUD 1 by **January 31, 2018**.

Reservoirs will be left in service during cleaning, if possible. Inspection and cleaning procedures shall not create any visible turbidity in water column. Preferred cleaning equipment 'scrubs' the interior surface utilizing a rotating brush, or approved equal method or equipment.

All divers entering reservoirs/tanks must wear a disinfected vulcanized rubber dry suit and hard hat or helmet dedicated for use in potable water. SCUBA and full face mask gear is not acceptable.

All dive equipment and procedures must meet WISHA, OSHA, ANSI, and ACDE regulations and guidelines. Additionally, procedures for potable water reservoir cleaning (including disinfection) must meet AWWA C652-02 and Washington State Department of Health established guidelines.

**Attachment B - QUOTATION SHEET**

**Mason County PUD No. 1 2018  
Reservoir Inspection & Cleaning**

System Name	Height	Diameter	Volume	Material	Style	Vehicle Access	Power On Site	Last Inspected	Unit Bid Price
Canal Mutual 130 N Viken Ln, Hoodspport	35'	20'	82,247	concrete	stand pipe	yes	yes	2013	
Cushman Inc 2500 N Lake Cushman Rd, Hoodspport			2,000	PVC	stand pipe	Inside pump house	yes	2013	
Hoodspport 1311 N Lake Cushman Rd, Hoodspport	25'	25'	91,793	concrete	stand pipe	yes	yes	2013	
Hood Canal B 400 E Sprauge Ave, Union	20'	30'	105,746	concrete	stand pipe	yes	yes	2013	
Vuecrest 80 E Ridgecrest Dr S, Union	10'	15'	13,218	concrete	stand pipe	yes	yes	2013	
Highland Park 222 E Arellem Rd, Union	10'	20'x15'	22,440	concrete	stand pipe	yes	yes	2013	
Harstene Retreat 20 E Fox Ln, Shelton	15'	15'	19,827	concrete	stand pipe	yes	yes	2013	
Lake Arrowhead 71 W Star Lake Dr, Elma	20'	30'	105,746	concrete	stand pipe	yes	yes	2013	



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Contract No. SC-XXX

**Attachment C – SAMPLE CONTRACT**

Date \_\_\_\_\_

## STATE OF WASHINGTON

### SERVICE CONTRACT

For Name of Project Here

**THIS CONTRACT**, made and entered into this \_\_\_ day of \_\_\_, 20\_\_\_, shall be the agreed basis of performing the following work by and between Public Utility District No. 1 of Mason County, referred to as the Owner, and Contract Name hereinafter referred to as the Contractor.

**WITNESSETH:** Whereas the parties hereto have mutually covenanted and by these presents do covenant and agree with each other as follows:

**FIRST:** The said Contractor agrees to furnish material, labor, tools, equipment, apparatus, facilities, etc., necessary to perform and complete in a workmanship like manner the work called for in the contract documents entitled:

Project No. SC-XXX (*enter contract number here*)

Insert description of work. (*description of the work*)

according to the terms of the contract documents shall include, if applicable, Request for Bids form, Instruction to Bidders, General Conditions, Supplemental Conditions, Bid Proposal, Technical Specifications, Drawings, and Exhibits, and all modifications incorporated in the documents and this Contract. Contractor agrees to abide by all applicable laws, rules and regulations related to the project including, but not limited to, prevailing wage, district insurance requirements, retainage requirements, and licensing requirements. The Contractor shall maintain during the life of this contract such Commercial General Liability Insurance, and automobile insurance as shall protect against claims for damages resulting from (1) bodily injury, including wrongful death and (2) property damage including loss of use thereof, which may arise from or in consequence of the operations under this contract whether such operations be by the Contractor, any subcontractor or anyone directly or indirectly employed by either of them, with minimum policy limits of one million dollars (\$1,000,000.00) combined single limits and a provision that PUD 1 will be named an additional insured.

**SECOND:** The Contractor shall release, defend and hold harmless PUD 1 entirely without cost to PUD 1 and pay and/or satisfy any and all judgments and decrees which may be rendered against the utility or any of its officers and/or agents, together with any interest thereon and all the court costs for any actions of contractor's subcontractor or the Contractor or the subcontractor's agents, for any death, injury or damages to persons or property caused by the negligence or alleged negligence of the Contractor or the Contractor's subcontractors, or the Contractor or the subcontractor's employees or agents, and shall protect, indemnify, and keep and save



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harmless to PUD 1 and to its commissioners, officers, employees, agents, or authorized representatives for and from all suits, cost, damages, expense, judgments or decrees whatever arising out of such action or suits as may be brought as aforesaid.

**THIRD:** The Contractor is an independent Contractor and in the performance of work under this agreement shall pay all taxes, assessments or payments of every kind required by the State of Washington, or any subdivision, or agency thereof, and shall pay all assessments or payments required by the Federal Government or any agency thereof, in connection with the performance of this agreement and shall further carry Workmen's Compensation on all employees.

**FOURTH:** In consideration of the Performance of the work, herein contained on the part of the Contractor, the Owner hereby agrees to pay the Contractor for said work completed according to the Contract Documents, the sum of \$XXXX, including 8.5% Sales Tax and consisting of the following:

BASE BID	\$0.00 _____
ALTERNATE BID NO. _	\$0.00 _____
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$0.00 _____</b>

**IN WITNESS WHEREOF:** The Owner, has caused this Contract to be subscribed in its behalf, and the said Contractor has signed this Contract the day and year first above written.

Contractor:

Owner:

\_\_\_\_\_

*Public Utility District No. 1 of Mason County*

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

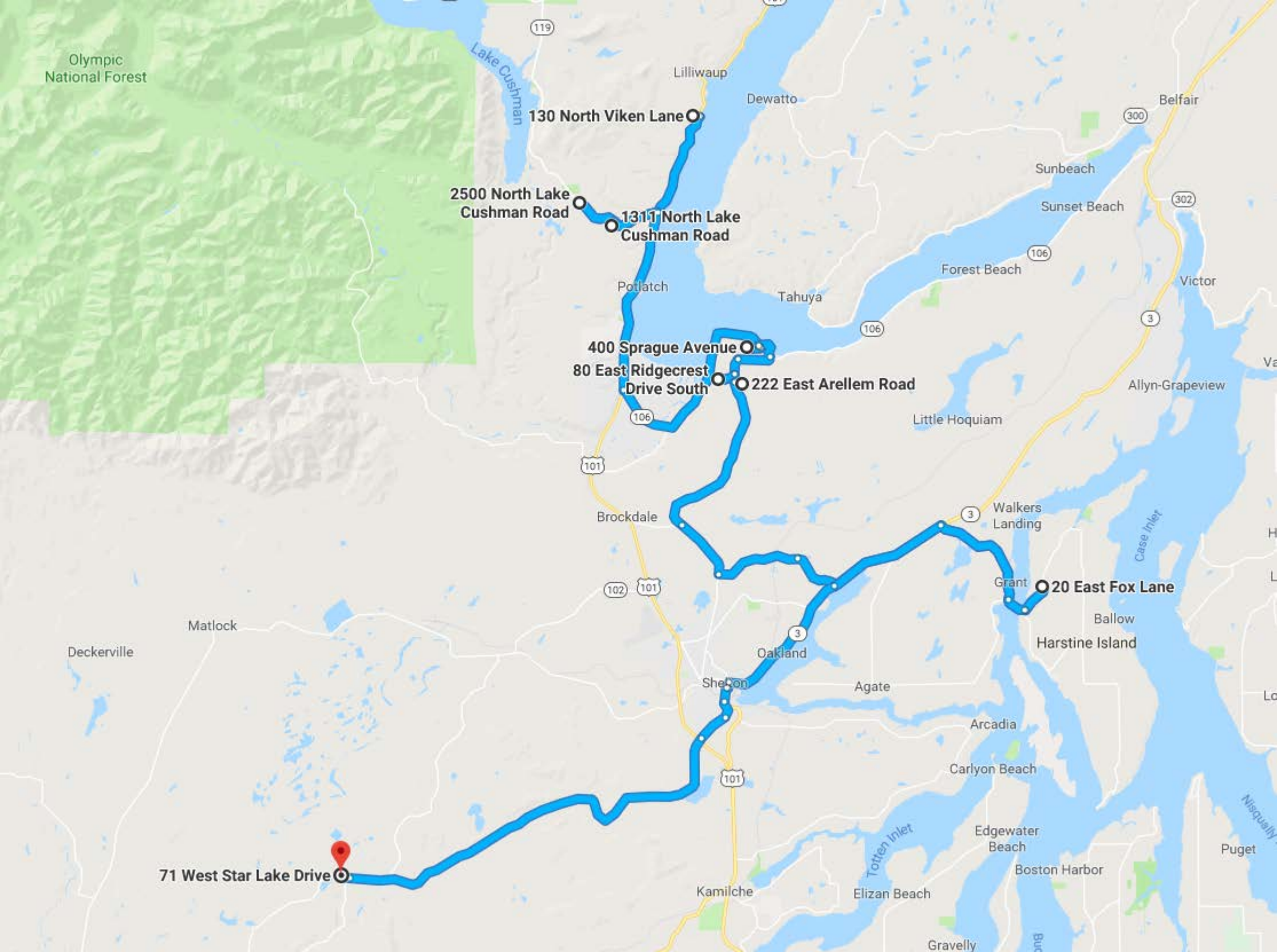
Date \_\_\_\_\_

Date \_\_\_\_\_

Washington State Contractor's  
 License No. \_\_\_\_\_

*Public Utility District No. 1 (District) is a Washington municipal corporation, a government entity that is subject to the requirements of the Washington Public Records Act, Chapter 42.56 of the Revised Code of Washington (the "Act"). District agrees that upon receiving any request pursuant to the Act for public access to or disclosure of information associated with Bidder's financial information or any other confidential information defined by Bidder as confidential in District's possession or control, District will notify Bidder of such request and provide at least 5 days written notice of such request prior to public disclosure of the documents. Bidder may take such efforts to assert or exercise any rights available to Bidder under the Act to prevent or limit such public disclosure or access at Bidder's sole and exclusive expense.*





Olympic National Forest

Lake Cushman

119

Lilliwaup

Dewatto

130 North Viken Lane

Belfair

300

2500 North Lake Cushman Road

1311 North Lake Cushman Road

Sunbeach

Sunset Beach

302

Potlatch

Tahuya

Forest Beach

106

Victor

400 Sprague Avenue

80 East Ridgecrest Drive South

222 East Arellem Road

106

Little Hoquiam

Allyn-Grapeview

101

106

Brockdale

3

Walkers Landing

Matlock

Grant

20 East Fox Lane

Ballow

Harstine Island

Deckerville

102

101

Oakland

3

Agate

H

L

Lo

Shelton

101

Arcadia

Carlyon Beach

Lo

71 West Star Lake Drive

Kamilche

Totten Inlet

Elizan Beach

Edgewater Beach

Boston Harbor

Gravelly

Puget

Nisqually