



REQUEST FOR PROPOSAL

City of Dublin, Ohio
Division of Engineering

Preventative Maintenance of the Wyandotte Woods Sanitary Sewer Pump Station Plus 13 Lift Stations (3- Year agreement)

EXECUTIVE SUMMARY

The City of Dublin (City) is requesting proposals for the preventative maintenance and inspection of the Wyandotte Woods sanitary sewer pump station and thirteen (13) other lift stations.

The City desires this contract to have a duration of three (3) years. The scope of services required will be as follows:

Preventative Maintenance of the Wyandotte Woods Sanitary Sewer Pump Station Plus 13 Lift Stations (3- Year agreement)

1. Monthly Inspections

The work includes the furnishing of all labor, materials and equipment necessary to perform a comprehensive monthly inspection of all electrical and mechanical components of the Wyandotte Woods Pump Station and 13 other lift stations as specified herein. The Service Provider agrees to provide twelve (12) inspections annually, up to 36 total inspections for the duration of this agreement. The monthly inspection per pump shall include the following inspections:

Generator

- a. Exercise under load & provide an exercise schedule
- b. Check transfer switch
- c. Perform Generator Power Test

Mini cass

- a. Check fail safe operation of mini Cass unit(s)

Optic Floats

- a. Check pump selector switch for proper operation
- b. Check for debris on floats, clean if necessary
- c. Check High Water Float for Proper Operation

Emergency Notification System (Dialer)

- a. Test emergency notification system to ensure proper operation
- b. Demonstrate call out operational to all notification numbers via monthly test

Pump Inspections

- a. Perform Electrical Line Power Test
- b. Perform Line Voltage/Amperage Checks
- c. Check Pumps for Proper Operation
- d. Inspect Check Valves for Proper Operation

2. Preventative Maintenance Schedule (Wyandotte Woods Pump Station)

The service provider is to include one annual, (up to three total) comprehensive inspections and preventative maintenance services on the two Flygt 20 HP submersible pumps currently used at the Wyandotte Woods Pump Station. The preventative maintenance schedule is to

include the service of each pump as recommended by the manufacturer based on age and/or hours, Minor service items such as oil and seal changes shall be included in this proposal. At a minimum, the annual inspection shall include the following:

- a. Motor Insulation Check
- b. Faulty Control Connection Inspection
- c. Line Voltage Check with pump on/off
- d. Amp Draw
- e. Thermo Protection Circuit Operation
- f. Stator Chamber condition
- g. Leak detector System Inspection
- h. Oil Condition, Add or Change if necessary (no additional charge)
- I. Impeller Condition
- j. Condition of wear ring
- k. Condition of Bearings
- I. Power Cable Inspection
- m. Level sensor Condition
- n. Shaft Rotation
- o. Condition of Discharge Connection

- p. Operate the Pumps one (1) complete operational cycle

The service provider shall provide a quote for additional necessary repairs/maintenance items needing service not covered in the preventative maintenance schedule. The quote shall be submitted to the City and approved by the Director of Engineering prior to the performance of any additional work.

3. Annual Rotation of Pumps (Wyandotte Woods Pump Station)

The service provider agrees to include the rotating of the:

- a. Lead pump with the secondary pump and the,
- b. Secondary pump with the spare pump(s) located at the Dublin Service Center, 6555 Shier Rings. Rd, as part of this agreement.

The rotating of the pumps and all associated costs is to be conducted as part of the annual preventative maintenance program. These pumps and pump motors are on a three year rebuild schedule. One pump is rebuilt each year and put in service the following year during the annual inspection and preventative maintenance service as part of this agreement. Service provider shall provide a quote to rebuild the pump removed from service.

4. General

The Service Provider shall ensure that all work under this agreement is performed by fully qualified, experienced personnel, directly employed by the service provider. No subcontractors shall be permitted without prior written consent by the Director of Engineering and/or his designee.

Service provider's vehicles shall be clearly marked with company name and display appropriate auxiliary, safety lighting as required by State of Ohio and City of Dublin standards.

The Service provider's employees shall wear appropriate personal protective equipment and clothing as required by OSHA and/or other regulatory agencies.

The Service Provider shall provide all necessary equipment, tools and components to perform the necessary inspections and preventative maintenance detailed within this agreement. The City of Dublin shall not be responsible for supplying additional labor and/or equipment to assist the Service Provider unless otherwise mutually agreed upon prior to work being performed.

The Service provider shall provide a written quote, and must receive prior approval before installation of additional parts, billing of additional labor or performing services not covered in this agreement.

The Service Provider shall provide monthly Field Service Reports providing details of each pump station inspection for the duration of this agreement. The Field Service Report must include information such as date, time of arrival, detailed list of services performed, pump and generator hours, all electrical tests with findings noted on the form, whether the job is complete and/or additional action/maintenance is required to bring the station to 100% operating condition. One copy of the Field Service report must be sent electronically within 24 hours of Inspection via e-mail on a monthly basis to Gary Browning, Operations Administrator at gbrowning@dublin.oh.us and C. Aaron Stanford, P.E., Deputy Director of Engineering – Utilities at astanford@dublin.oh.us. An original hard copy report shall be mailed within one week following the inspection.

The Service Provider shall provide a Pump Inspection Report once the annual Preventative Maintenance is performed on the submersible pumps. One copy of the Pump Inspection report must be sent electronically via e-mail to Gary Browning, Operations Administrator at gbrowning@dublin.oh.us and C. Aaron Stanford, P.E., Deputy Director of Engineering – Utilities at astanford@dublin.oh.us , once the annual maintenance of the pumps has been completed. The Service Provider shall send one copy of the Pump Inspection report via US Mail as well.

5. Emergency Response

The Service Provider shall provide a cost for emergency service calls relating to the operation and maintenance of the Wyandotte Woods Pump Station. The Service Provider agrees to be available for emergency services and must be able to respond to the Wyandotte Woods Pump Station within two and one half (2.5) hours of emergency notification, 365 days a year. The Service Provider will supply the City of Dublin a list of employee contacts that will be utilized for emergency services should the need arise to include daytime and evening phone numbers of each employee. The Service Provider shall specify the hourly rate per employee for emergency services as part of their proposal to the City of Dublin. The hourly rate and/or associated fee will begin when the employee arrives

on site. The Service Provider shall submit a cost to provide a four (4) inch bypass pump and related hoses (including delivery, installation, teardown and return) should bypass pumping become necessary. This cost shall be based on daily and weekly usage. The City of Dublin reserves the right to respond to an emergency situation in any way deemed appropriate by the Director of Engineering or his designee(s). Nothing in this agreement prohibits the City of Dublin from using any means necessary to minimize the impact of a pump station failure.

6. References

The contractor is required to provide at least three professional references with the proposal. These references should be representatives of present and/or past customers.

7. Inspections

The Director or his/her designee may make inspections at any time and may request that the service provider perform additional work or services to bring Contractor's performance to the level required by this agreement.

8. Clean up

Upon completion of the work, the Contractor will remove all excess material and debris and leave the area in a neat and sanitary condition.

9. Quality of work and payment information

The Service provider shall notify the Division of Engineering when each service has been completed. The City may inspect the work for completeness. In the event all or part of the work is not satisfactory, the City will notify the service provider by phone and/or email with details of incomplete and/or unsatisfactory work. In the event the unsatisfactory work threatens the operation of the- pump station, the service provider shall return immediately and make necessary repairs; otherwise, the service provider shall have (7) seven calendar days to correct any and all unsatisfactory and/or incomplete work. No payment will be made until all work is satisfactorily completed as evaluated by the Director of Engineering or his designee.

The Service Provider shall invoice the City of Dublin for each monthly inspection and for the annual preventative maintenance within 30 days of completion. Payment shall be issued for all satisfactorily completed work within 30 days of receiving the Invoice.

10. Service Provider Safety Program

Because the maintenance of this pump station may require entry in to a confined space, as well as working with high voltage electricity, The Service Provider shall provide the City of Dublin with a copy of their written safety program as well as provide proof of training (per OSHA requirements) for any and all technicians working on the pump station. At minimum, this training must include "lockout/tagout" and "confined space entry".

11. Lift Station/sump Pumps

- 1) Wyandotte Woods Lift Station
- 2) Darree Fields LS-1 (Soccer Field)
- 3) Darree Fields LS-2 (Ball Field Restroom)
- 4) Darree Fields LS-3 (Miracle League Baseball Field)
- 5) Darree Fields LS-4 (Concession Stand)
- 6) Darree Fields LS-5 (Darree Fields Water Tank)
- 7) Avery Tank LS-1
- 8) Avery Park LS-2
- 9) Avery Park LS-3
- 10) Avery Park LS--4
- 11) Scioto Park LS
- 12) Dublin Arts council LS
- 13) Justice Center LS

14) Glick Road LS

12. Contractor Instructions for Submitting Proposals

The City of Dublin is soliciting proposals for a three year agreement. Proposals will be received until November 30, 2021 at 5:00 P.M. local time at the following address:

City of Dublin, Division of Engineering

Attn: Gary D. Browning

6555 Shier Rings Road Dublin OH, 43016

Proposals shall be delivered in a sealed envelope clearly marked Proposal for Preventative Maintenance of the Wyandotte Woods Sanitary Sewer Pump Station. Proposals will not be accepted via electronic mail or facsimile.

Questions regarding these specifications should be directed to:

Gary Browning, Operations Administrator: (614) 410-4703.