

REVISED SCOPE OF WORK

1. **PROJECT MISSION.** The Town of Florence is dedicated to providing superior services to its customers in order to improve the quality of life for Florence residents, businesses and visitors. The Town is looking for Contractors who share that dedication and will help the Town meet that goal.

2. **SCOPE OF WORK.** The Town of Florence (Town) Water Resources Department is seeking to enter into a multi-year term contract with a qualified Contractor(s) to perform maintenance and repairs on deep wells, well pumps, and other items common to a well site at Town owned wells and well facilities located within the Town's Water Service Area. The services will include pulling and repairing deep well pumps, videoing wells, brushing and bailing well casings, decommissioning wells, and other related services. The services will also include pulling and repairing booster pumps, new booster pumps, minor pipe work, sand separators, water treatment as needed and other items related to the above. Please include a list of all work that can be self-performed.

Estimated annual expenditures = **\$40,000**. (This amount is an estimate only. Payment shall be based on actual services and there is no guarantee that any certain services shall be required by the Town.)

The Town reserves the right to award this contract to more than one vendor. If the Town awards this contract to more than one vendor, then the primary Contractor shall be contacted first whenever maintenance or repairs are required. If the primary Contractor can respond within a satisfactory time frame, as determined by the Town, that Contractor shall perform the work. The secondary vendor will be used in the event of a scheduling conflict, or when there is multiple pump failure or other major problems.

Contractors are to price their offers listing the percentage markup for repair parts, purchased by the Contractor.

- a. No markups will be paid on delivery charges for parts shipped to Contractor or for unauthorized outside labor.
- b. Contractor shall provide evidence of purchased price for all repair parts to be marked up.
- c. Contractor shall provide a firm quote for all purchased repair parts and receive a written confirmation from the Town before ordering.
- d. Parts to be fabricated by Contractor shall be quoted before use in repairs for Town of Florence.

Contractors are to price their offers listing the requested Labor Rates and Flat Rate Pricing.

- a. Overtime shall be considered as weekdays before 6am and/or after 5pm, if agreed upon by the Town and Contractor.
- b. Holidays shall be considered as those holidays normally observed by the Contractor, if agreed upon by the Town and Contractor.
- c. Price for pump rig (removing / reinstalling well) and three-man crew. Must be inclusive of all costs, including but not limited to, direct and indirect costs for labor, overhead, materials, tools, equipment, travel, mobilization, demobilization.
- d. Price for well rig (conduct well maintenance activities such as brushing and bailing well) and two-man crew. Price must be inclusive of all costs, including but not limited to, direct and indirect costs for labor, overhead, materials, tools, equipment, travel, mobilization, demobilization.
- e. Flat Rate Price must be inclusive of all costs, including but not limited to, direct and indirect costs for labor, overhead, materials, tools, equipment, travel, mobilization, demobilization. Contractors shall have the ability to start emergency jobs within three (3) calendar days after receiving a "Notice to Proceed" from the Town. (A three (3)-day maximum is requested; response time will be an important consideration in awarding the contract).

The Contractor shall agree to work until the repair is complete; including weekends and/or holidays unless they are excluded by the Town at the time service is requested. The time frame for disassembly and inspection shall be no more than five (5) working days from the time the Contractor picks up the pump. The time frame for repair shall be stated on the estimate

The Contractor's repair facility shall be located within sixty (60) miles of the Town. Refer to Appendix A for a list of active wells sites.

3. **MINIMUM QUALIFICATIONS.** Contractor shall demonstrate that they have at least ten (10) years of field experience repairing and maintaining wells. Contractor shall provide documentation that shows that lead personnel and shop repair technicians have a minimum of five (5) years of experience repairing wells and well equipment.
4. **INSURANCE REQUIREMENTS.** The Contractor shall maintain at all times during the term of this contract, a minimum amount of \$3 million per occurrence/\$5 million aggregate Commercial General Liability insurance, including Contractual Liability. For General Liability insurance, the Town of Florence, their agents, officials, volunteers, officers, elected officials or employees shall be named as additional insured, as evidenced by providing an additional insured endorsement.

The Contractor shall maintain at all times during the term of this contract, a minimum amount of \$1 million per occurrence Automobile Liability insurance.

The Contractor shall maintain Workers' Compensation insurance to cover obligations imposed by federal and state statute.

Prior to the execution of the Contract, the Contractor shall provide the Town with a Certificate of Insurance (using appropriate ACORD certificate) SIGNED by the Issuer, applicable endorsements, and the Town reserves the right to request additional copies of any or all of the above policies, endorsements, or notices relating thereto.

When the Town requires a Certificate of Insurance to be furnished, the Contractor's insurance shall be primary of all other sources available. When the Town is a certificate holder, the Contractor agrees that no policy shall expire, be canceled or materially changed to affect the coverage available without advance written notice to the Town.

“Waiver of Subrogation”. The policies required by this agreement (or contract) shall contain a waiver of transfer rights of recovery (subrogation) against Town, its agents, representatives, directors, elected officials, officers, employees, and volunteers for any claims arising out of the work of Contractor.”

All insurance certificates and applicable endorsements are subject to review and approval by the Town's Risk Manager.

