

SEWER LINE CLEANING AND CLOSED CIRCUIT TELEVISION INSPECTION SERVICES FOR THE TOWN OF ARGYLE COLLECTION SYSTEM

RFP# 20-001

SCOPE OF SERVICES

This Scope of Services will become an integral part of the contract between the Town of Argyle and the Contractor. The Contractor hereby agrees to provide services and/or materials to the City pursuant to the provisions set forth below.

- 1.0 **PURPOSE:** The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified Contractor(s) to provide personnel and equipment necessary for closed-circuit television inspection (CCTV) services for the Ton of Argyle Collection System. The contractor will clean line segments, under the direction of the Town of Argyle Public Works Director and may be asked to provide a video disk(s) with a copy of the television inspection report, when the service is deemed necessary, by the Town.
- 2.0 **BACKGROUND:** The Town desires a private contractor to perform these services to maintain a clean collection system; as well as, to properly assess the condition of the collection system pipeline.
- 3.0 **TOWN DESIGNATED REPRESENTATIVE:**
Troy Norton
Public Utilities Director
Town of Argyle
308 Denton Street
P.O. Box 609
Argyle, TX 76226
940-206-4287
tnorton@argyletx.com
- 4.0 **WORK REQUIREMENTS:** The Contractor will be given a list of line sections to be cleaned, by the Town of Argyle Public Utilities Director. It is the intent of this contract to satisfy Town collection system requirements; namely, the Contractor will clean at least 33% of the Town collection system each year and will be asked to provide CCTV services in areas suspect of being deficient, found to have blockages, or otherwise known to be “hot spot” trouble areas. Should deficiencies in the pipeline or in the area of a manhole structure be noted during operations; additional photographic evidence will be taken of the deficiencies to alert the Town of possible repair needs. The contractor shall provide the Town a flat rate for emergency call outs. The call outs may be during normal working hours or after hours.

As a condition of the work, the Contractor will be required to use water to clean the footages specified. Specific logistics will be arranged once work commences.

A copy of the collection system map set will be given to the contractor at the onset of the contract, to assist in this endeavor.

During the course of the contract, additional infrastructure may be incorporated into the collection system from new development, or other such causes. It will be incumbent on the Contractor to

account for the footages and possibly incorporate additional cleaning and/or inspection into the cleaning plan, once directed by the town to do so.

The deliverable to the Town will be a spreadsheet, containing Town-identified line sections to clean and/or inspect; which will be verified (i.e. checked off, marked out, etc.) by the Contractor, as the Contractor completes the sections of line.

It is understood that this will take multiple weeks, or months, to clean and/or inspect the specified section of the system. Once operations commence, quarterly updates will be required by the Town. It is also understood that more frequent updates should be given, if the Town-or the Contractor feels there is need. **Final cleanings and inspections should be completed by August 31st of the contract year**, to give Town staff adequate time to review the deliverable and decide if the contract will be renewed.

- 5.0 **SCHEDULES/TIMELINES:** The initial term of the contract is from October 1,2020 through September 30, 2021; with the option to renew by the Town for three (3) successive one (1) year periods, under the same terms and conditions. Any renewal shall be based on satisfactory performance by the Contractor(s) during the previous year.

QUALIFICATIONS AND SUBMISSION REQUIREMENTS

The Proposal must include all of the information set forth in this Section and other Sections of this RFP and should be organized and tabbed appropriately.

One (1) original and two (2) hard copies, and soft copy of your proposal in PDF format on a flash drive shall be submitted to the Public Utilities Department

Tab 1 – Signed Forms

This Tab should include the following forms and information.

- a. **Signed Proposal Signature Sheet, Page 1**
- b. **Proposal Form**
- c. **Addendum Acknowledgement Form**
- d. **Non-Collusion Affidavit**
- e. **Vendor Application/W-9 Form**

Tab 2 – Executive Summary and Corporate Overview

This Tab should provide a brief summary of the Proposer's understanding of the Scope of Services presented in this RFP and emphasize any unique aspects or strengths of the Proposal. This Tab should also present an overview of the Proposer's organization and should include the firm's name, address, phone and fax numbers, firm history, email address and phone number of the firm's representative for the Proposal.

Tab 4 – Approach and Schedule

This Tab should present the Proposer's approach and schedule to providing the services specified in this RFP. This Tab should describe the services to be provided, who will provide the services, how the services will be provided, etc. This Tab should include a description of activities, such as the project methodology and timeline for project completion, etc. The Proposer should also include in this Section its plan for managing the work requirements. Most of the proposed responses to the requirements found in Section 4.0 – Work/Requirements, should be included under this Tab.

Tab 5 – Qualifications and Experience

In this Tab, the Proposer should describe its track record in performing services comparable to those specified in this RFP and other information relevant to making a determination as to the ability of the Proposer to perform these services. This tab should also include a list of all similar work performed by your firm over the past five (5) years. This list should include the name of each client, a client contact and telephone number, the size and Scope of Work provided, effective dates of the contract(s) with this client, and the annual contract amount.

Tab 6 – Conflict of Interest

In this Tab the Proposer should describe any involvement that your firm, its employees, or its owner(s) have that may constitute a conflict of interest.

Award of Contract

The Town reserves the right to award to multiple Contractors or to a single Contractor deemed to be fully qualified and best suited among those submitting proposals.

The Town reserves the right to accept or reject, in whole or in part, such proposals as appears in its judgment to be in the best interest of the Town.

PROPOSAL FORM

The Town of Argyle invites your proposal to provide Sewer Line Cleaning and Closed Circuit (CCTV) Services for the Town of Argyle Collection System to be received until 2:00 p.m., on October 9, 2020 At Town Hall, 308 Denton Street, Argyle, Texas 76226.

In accordance with the attached instructions, terms, conditions, and Scope of Services we submit the following proposal to the Town of Argyle.

ITEM NO. 1

This item shall include labor, materials, supervision, equipment, appliances, and materials to perform all operations required to do annual Sewer Line Cleaning, as specified.

	<u>Description</u>	<u>Units</u>	<u>Estimated Annual Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
1	Line Cleaning	6-inch	30,777 LF	\$ _____	\$ _____
2	Line Cleaning	8-inch	92,941 LF	\$ _____	\$ _____
3	Line Cleaning	10-inch	12,554 LF	\$ _____	\$ _____
4	Line Cleaning	12-inch	3,370 LF	\$ _____	\$ _____
5	Line Cleaning	15-inch	6,477 LF	\$ _____	\$ _____

ITEM NO. 2

This item shall include labor, materials, supervision, equipment, appliances, and materials to perform all operations required to do annual CCTV, as specified.

	<u>Description</u>	<u>Units</u>	<u>Estimated Annual Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
1	CCTV	6-inch	30,777 LF	\$ _____	\$ _____
2	CCTV	8-inch	92,941 LF	\$ _____	\$ _____
3	CCTV	10-inch	12,554 LF	\$ _____	\$ _____
4	CCTV	12-inch	3,370 LF	\$ _____	\$ _____
3	CCTV	15-inch	6,477 LF	\$ _____	\$ _____

ITEM NO. 3

This item shall include labor, materials Supervisions, equipment, appliances, and materials to perform all operations to provide emergency call out service.

Flat Rate per call out \$ _____

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

Date: _____

Authorized Signature:

Name

Title

Firm Name