CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Cindy Steen, Purchasing Agent

Date: February 13, 2014

Subject: Tank Maintenance Request for Proposals

REQUEST:
City Council authorization is requested for soliciting Requests for Proposals for Water Tank Maintenance.

BACKGROUND:
The City of Gautier is in need of a qualified contractor to maintain, inspect, make recommendations for necessary repairs and paint four (4) elevated water tanks owned by the City of Gautier. Per state statute, Water Tank Maintenance must be bid competitively, in a process separate from awarding a contract for the operation and maintenance of Public Works.

DISCUSSION:
The primary goal is to enter into a contract with a qualified contractor who shall provide a high level of service at an affordable cost.

RECOMMENDATION:
Staff recommends that City Council approve soliciting Requests for Proposals for Tank Maintenance Services.

ATTACHMENT(S):
Draft Request for Proposals

WATER TANK

MAINTENANCE AND REPAIR RQUIREMENTS

FOR

THE CITY OF GAUTIER, MS

1. GENERAL: The contractor shall be responsible for all maintenance and repair of the tanks as listed:

Central Fire Station Tank	500,000 GAL	EWT
Mall Tank	150,000 GAL	EWT
Martin Bluff Tank	300,000 GAL	EWT
Lark St. Tank	50,000 GAL	EWT
Hwy 57 Tank	10,000 GAL	

2. SCOPE OF WORK: Contractor shall be responsible for the full maintenance, materials and repairs of the tank and all appurtenances including but not limited to ladders, vents, above ground piping, lights and wiring to lights, and other items attached to or incidental to the tank. However, this contract does not include any antennae or wiring to antennae which might be attached to the tank. Damage caused to the tank by such antennae or its wire is included in the contract. The Contractor shall not be responsible for the grass or its upkeep nor shall the contractor be responsible for the drives and parking areas within the fence. However, any damage done by the Contractor or their sub-contractors to the grass, fence, gates or drives/parking areas shall be repaired by the Contractor at no cost to the OWNER.

3. MAINTENANCE AND REPAIR: The price bid for "Maintenance and Repair" shall include the total care and maintenance of the tank and appurtenances described in Paragraph 2 above. Care and maintenance shall include but is not limited to the following:

   a. Each tank and site shall be inspected by the Contractor a minimum of once each 12 months for the duration of the contract. The Inspector shall be certified by the National Association of Corrosion Engineers (NACE). The purpose of the inspection is to insure that the tank is in sound structural condition and watertight as well as to document the condition of the exiting paint. Any discrepancies noted shall be recorded and a report delivered to the OWNER within 5 business days of the inspection. Minor discrepancies shall be remedied within 10 business days except for Critical items which shall be corrected immediately.

Critical items are those items which present a danger to the community or which could result in further damage occurring to the tank or site if left uncorrected. Also included are any leaks.

Any item which cannot be corrected within 10 business days due to extenuating circumstances shall be reported to the OWNER with a plan and schedule for correction. Extenuating circumstances include only the need for materials which the Contractor does not have and would not normally be expected to retain in inventory. Adverse weather (except for unusual weather not normal to the area) is not considered to be an extenuating event.

b. All tanks shall be washed out. Following the initial washout, each tank shall be washed out a minimum of once each 36 months. The washout shall include a complete draining of the tank, thorough cleaning utilizing high pressure equipment with chemical injection to remove all mud, silt and other accumulations that might be harmful to the tank, or to the system piping. After the tank is clean, the interior will be thoroughly inspected, filled and disinfected, and tested prior to returning the tank to service. Disinfection and testing shall be in accordance with the Mississippi Regulations and all AWWA Standards.

   Water utilized for the washouts shall be provided by the OWNER without charge to the Contractor. Contractor shall pay for all chemical and testing cost.

c. The Contractor shall provide "on call service" to handle any problems with the tank or appurtenances as defined in Paragraph 2, which may develop between routine maintenance inspections. Any damage other than damage resulting from an "act of nature" or terrorism shall be repaired by the Contractor at no additional charge to the OWNER. Contractor shall be responsible for minor "touchups" to the finish on the tank even if the damage is caused by an "act of nature" or terrorism. Minor touch ups are defined as those which will result in a cost of less than 10% of the annual maintenance fee for that particular tank. In order for an event to be classified as terrorism, it must be officially ruled as an act of terrorism by the U.S. Department of Homeland Security (DHS). Vandalism shall not be considered an act of terrorism unless ruled so by DHS.

   Response to repair calls made by the OWNER to the Contractor shall be within 5 business days unless the OWNER specifies that the call is an emergency in which case the Contractor shall respond and remedy the situation within 24 hours. An item will be considered an EMERGENCY if it involves leaking water or meets the requirements of a Critical item as defined in Paragraph 3.a above.

   Removal of graffiti on a tank shall not be considered an EMERGENCY unless the graffiti is considered to be vulgar or insensitive. The OWNER shall be the sole authority on determining if an item is considered an emergency.

d. The Contractor shall be responsible for making all repairs to the tank and appurtenances and shall provide all tools, equipment, and material to make such repairs. These repairs include but are not limited to steel replacement, steel parts, expansion joints, water level indicators, manhole covers/gaskets, and any other component part of the tank or appurtenance.

e. Failure by the Contractor to respond as required in the above paragraphs shall result in liquidated damages in the amount of $100/day for each day or portion of a day of the delay. In the case that the Contractor fails to respond to a service call determined by the OWNER to be an "Emergency" as defined in paragraph 3.c above, the OWNER reserves the right to undertake the repairs by its in-house forces or by separate contract. In this case, the Contractor shall reimburse the OWNER the full cost of repairs plus 15%. In the case of a water leak, the OWNER reserves the right to charge the Contractor for water loss in case of failure to respond within time frames set. Water loss shall be charged based on a reasonable estimate made by the OWNER for the lost water and shall be billed at the Residential rate schedule in effect at the time of the loss.

4. TANK REHABILITATION AND PAINTING:

a. CONTRACTOR shall annually inspect and service the interior and exterior of the Tanks so as to ensure each Tank is in sound, watertight condition. Following each annual inspection, CONTRACTOR shall furnish to Owner a detailed report.

b. As shown in the attached schedule and following the execution of this agreement, CONTRACTOR shall completely drain and clean the Tanks to remove all mud, silt, and other accumulations that may be harmful to the Tank or the Tank's contents. Following this cleaning, CONTRACTOR shall thoroughly inspect the interior of the Tank and disinfect the interior prior to returning the Tank to service.

c. CONTRACTOR shall furnish all specialized services, included but not limited to engineering, maintenance, and inspection services, needed to carry out any and all repairs to the Tanks needed during the term of this agreement.

d. CONTRACTOR shall clean or repaint the interior and/or exterior of the Tanks at such time as complete repainting is needed. The interior of each Tank shall be repainted at such time, as determined by CONTRACTOR, based on the thickness of

the existing liner and its protective condition. The exterior of each Tank shall be repainted at such time, as determined by the City, based on the appearance and protective condition of the existing paint. All logos will be replaced by the Contractor to meet the City's requirements.

e. When CONTRACTOR paints either the interior or exterior of any Tank, CONTRACTOR shall use all products and procedures that meet or exceed the requirements of the Mississippi Department of Environmental Quality, the American Water Works Association, and the Steel Structures Painting Council as to surface preparation, coating materials, and disinfection. CONTRACTOR shall select the type and brand of paint that best suits the specific site conditions. Contractor shall be responsible to provide a shroud to prevent any overspray. The City will not be held liable for any overspray during the repainting of any and all tanks.

f. When interior renovation is needed, CONTRACTOR shall use only material approved for use in potable water tanks.

g. CONTRACTOR shall install a lock on the roof hatch of each Tank to prevent any unauthorized entry to the Tanks. Keys to the Tanks shall be retained by the City.

h. CONTRACTOR shall provide emergency services to handle any problems with the Tanks that arise from or are related to CONTRACTOR's inspection, maintenance and repair of the Tanks.

i. CONTRACTOR shall furnish current certificates of insurance upon request and be responsible for any permits needed.