1. **Contract Definition**
   1. The County’s definition of a full maintenance and service repair contract is a contract that the vender agrees to take full responsibility for the well and well equipment identified in this agreement. The Contractor assumes all responsibility for services, maintenance, repair, parts and material, inspections, and costs required to keep the wells operating safely and efficiently during the term of this contract.
   2. This Full Maintenance and Repair Services will require the Contractor to take full responsibility for the water well and water treatment systems including but not limited to chlorinators, water softeners, and iron filters, and all associated components identified in this agreement.
   3. This scope of services represents the minimum standards required. The ultimate responsibility of the Contractor is to provide for well-maintained systems that will reflect favorably upon the County and the Contractor.
2. **CONTRACTOR RESPONSIBILITIES**
   1. **Contractor Shall**
      1. Be licensed and fully competent in all aspects of water well and water treatment systems and their components in a safe manner.
      2. Employ only skilled, qualified workers.
      3. When requested for installation of new equipment or substantiated repairs due to abuse or misuse and/or acts of God, Contractor shall provide all-inclusive quotes that are 100% turnkey.
      4. Include all required labor, material, equipment, plans, engineering, surveys, permitting and local and state inspections.
      5. Include costs for general housekeeping and work area clean up.
      6. Include travel time.
      7. Change orders shall not be issued for incidental items or tasks that should have been reasonably construed to be part of the project by the Contractor.
      8. Obtain licenses, permits, and fees (including inspection fees) as required to comply with all laws, ordinances, regulations, and code requirements applicable to complete projects.
      9. Be responsible for inspections, penalties, fees, or fines for projects.
      10. Be responsible for damages caused as the result of completing projects.
      11. Furnish all tools and equipment (possibly cranes, lift trucks, boom trucks, cherry pickers, etc.) to complete projects timely.
      12. If needed, the Contractor may use a subcontractor for services related to the water treatment systems.
3. **SCOPE OF WORK**
   1. **PRELIMINARY INSPECTIONS**
      1. Within sixty (60) days after the Notice to Proceed has been issued, the CONTRACTOR shall inspect all equipment that is part of the contract. These inspections will be used to determine the current condition of the existing systems.
      2. An inspection report for each location and each system shall be provided to the County’s Project Manager. The inspection report shall include a list of any deficiencies of the system and shall be accompanied by a quote to repair the listed deficiencies in order to bring each system to a fully functional condition. The quote shall contain the cost for labor and parts derived from the contract pricing cost. The quote must also contain justification for the parts be considered for replacement.
      3. If a recommendation is accepted by the County’s Project Manager, the CONTRACTOR shall assume total responsibility, as well as labor and all costs required to keep the newly repaired and updated system in the same condition throughout the term of the contract.
      4. If a recommendation is not accepted by the County’s Project Manager, the CONTRACTOR shall assume total responsibility, as well as labor and all costs required to keep the system in the same condition as when the inspection was completed. If any of the recommendations provided by the CONTRACTOR during the initial inspection fails, the County will be responsible for the cost, based on contract pricing, of the labor and material to repair the system.
   2. **MINIMUM QUARTERLY PREVENTATIVE MAINTENANCE AND INSPECTIONS** 
      1. At a minimum, each quarter from the term of the contract date, the Contractor shall perform one (1) Preventative Maintenance and Inspection at each location listed in this solicitation.
      2. Inspections shall include, but are not limited to the following:
         1. A visual check for hazardous material located within approximately one hundred and fifty (150) feet of the well or water systems.
         2. Verify the ground surrounding the wellhead is sloping away from the well to divert surface runoff and provide positive draining.
         3. Note the growth of weeds, trees, shrubs, or grass with root systems in the areas that are adjacent to the well.
         4. Verify all faucet hose connections are equipped with anti-backflow devices.
         5. Verify the presence of concrete pad surrounding the well casing and proper sealing of the casing to the pad. The condition of the pad shall be documented along with any recommended maintenance needed.
         6. Check the condition of the cap and any seals present. Note the presence of fitment problems, cracks, or holes.
         7. Check the presence of the vent screen in the well vent and clear away any debris that has accumulated
         8. Verify the well cap is twelve (12) inches above the ground.
         9. Inspect pressure tanks for items such as cracks, structural damage, leaks, corrosion, and paint condition.
         10. Inspect piping condition.
         11. Inspect electrical conduit to verify all connections are secure.
         12. Inspect circuit disconnects for discoloration and nicks.
         13. Inspect wiring and connections for signs of overheating and deterioration.
         14. Inspect systems for rust and/or corrosion.
         15. Check for any visible water leaks
         16. Verify and record pressure of pressure tank.
         17. Perform a flow test to determine well system output. Measure amp capacity, compare with expected output from design parameter.
         18. Check and document running amps on well pumps and compare to manufacturer’s specification
         19. Check well for unusual operation conditions such as noise in operations, failure to start normally, excessive sparking, smells, or vibrations.
         20. Verify and record appropriate pump cycle rate.
         21. Check and test pressure relief valves for proper functionality. Verify start and stop pressure settings.
         22. Verify that pump controls and gauges are functioning properly.
         23. Exercise all well system valves and record the number and direction of turns to close each valve. Document the valve condition.
         24. Check pipe fittings for tightness.
         25. Inspect, clean, and repair interior and exterior of control panels and disconnects. Panels shall be cleaned and carefully compressed with air. Note on report if any pests are present.
         26. All associated well circuit breakers shall be inspected for physical damage, burning, overheating, proper alignment, and general condition.
         27. All associated well circuit breakers shall be mechanically exercised and lubricated.
         28. Tighten all electrical connections and apply antioxidant grease as appropriate.
         29. Inspection reports shall be submitted in PDF format along with the invoice for payment.
         30. Inspection reports shall note any deficiencies found in the systems, repairs made, and photo documentation of corrections.
   3. **SERVICE REQUESTS**
      1. Response time to the service request shall not exceed four (4) hours from notification.
      2. The Contractor shall make all repairs, including labor and materials, necessary due to normal wear and tear at their own expense.
      3. The County shall only pay for substantiated repairs due to abuse or misuse and/or acts of God and shall retain the right to obtain competitive pricing for such repairs of this nature. The Contractor shall notify the County in advance of such needed repairs and shall provide a quote with cost derived from the Contractor’s additional costs time and material pricing section listed in the Contractor’s bid.
      4. In the event that the Contractor is asked to install new equipment or work outside of the scope of the contract, costs shall be derived from the Contractor’s additional costs time and material pricing section listed in the Contractor’s bid.
      5. Contractor shall be responsible for the disposal of all hazardous waste materials that are a result of maintenance or repair work performed by the Contractor or his employees.
      6. Any condition found affecting the immediate safety of building occupants shall be immediately reported to the County’s Project Manager, and within twenty-four (24) hours, a written report clearly listing the defects found, and the action recommended shall also be emailed in PDF format to the County’s Project Manager.
   4. **SAMPLING AND TESTING**
      1. Locations with chlorinators are required to be tested weekly. The Contractor shall email, in PDF format, weekly reports of these sites to the County’s Project Manager.
      2. Water inspections shall be completed regularly by Lake County Water labs for verification purposes. In the event that a well fails a testing the Contractor shall be assessed a $50.00 per day fee until inspections are completed and approved. This fee shall be deducted from the Contractor’s regular monthly invoice.
   5. **CHLORINATION/DISINFECTION**
      1. A service request may be made if a well system has become contaminated with bacteria. The Contractor shall disinfect the well by shock chlorination.
      2. The disinfection process shall by scheduled with the Project Manager for when the water system will not be used for at least twelve (12) hours. In addition to the well, all other water treatment systems, such as heaters, softeners and presser tanks shall be disinfected. As the water from the system will be unsuitable for consumption during the chlorination process, the Contractor shall post notifications on all water outlets notifying potential users not to consume.
   6. **INVOICES**
      1. Invoices shall be submitted quarterly with inspection reports outlined in Section 3.2.2.
      2. Invoices shall be made in quarterly payments of the annually quoted price per contract.
4. **COUNTY RESPONSIBILITIES**
   1. As stated in Exhibit D.
5. **DELIVERY REQUIREMENTS AND ACCEPTANCE.**
   1. As stated in Exhibit D.
6. **WARRANTY REQUIREMENTS**
   1. As stated in Exhibit D.

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**PRICING SECTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WELL MAINTENANCE BID SHEET** | | | | | |
|  | | | | | |
| PART A: Preventative Maintenance Section | | | | | |
|  | | | | | |
| **Well #** | **Building Name** | **Address** | **City** | **Water System** | **Annual Inspection Cost** |
| 35-57-1003042 | Area 3 Maintenance | 19720 5th St. | Umatilla | Chlorinator |  |
| 15-57-07168 | Community Center-Forest Hills | 31039 Lake Mack Rd. | Deland | No |  |
| Unknown | Drop Off-Clermont | 10435 Loghouse Rd. | Clermont | No |  |
| 35-57-00138 | Drop Off-Lady Lake | 1200 Jackson St. | Lady Lake | No |  |
| 35-57-07322 | Drop Off-Paisley | 44225 Spring Creek Rd. | Paisley | No |  |
| 35-57-00068 | Drop Off-Pine Lakes | 32520 SR 44 | Pine Lakes | No |  |
| Unknown | Economic Development-Irrigation | 20763 US HWY 441 | Groveland | No |  |
| 35-57-07170 | Fire Station 11 | 47544 SR 19 | Altoona | Chlorinator |  |
| 35-57-112627 | Fire Station 13 | 25250 CR 42 | Paisley | Water Softener |  |
| 35-57-00049 | Fire Station 14-Irrigation | 18840 CR 42 | Altoona | No |  |
| 35-57-00054 | Fire Station 15 | 40601 Palm Dr. | Pine Lakes | Iron filter |  |
| 35-57-1824929 | Fire Station 20 | 37711 SR 19 | Umatilla | Water Softener |  |
| 35-57-00048 | Fire Station 21 | 35100 CR 44A | Eustis | Water Softener |  |
| 35-57-00072 | Fire Station 39 | 31431 Walton Heath Ave. | Sorrento | Water Softener |  |
| 35-57-0718 | Fire Station 59 | 1201 Lewis Rd. | Leesburg | No |  |
| 35-57-0069 | Fire Station 71 | 11305 Park Ave. | Leesburg | Water Softener |  |
| 35-57-00040 | Fire Station 76 | 8819 CR 48 | Yalaha | Chlorinator |  |
| 35-57-1460317 | Lake County Fire Station 77 | 13431 Ohio Street | Astatula | Chlorinator |  |
| 35-57-07318 | Fire Station 78 | 16345 CR 448 | Mt.Dora | Yes |  |
| Unknown | Fire Station 82-Irrigation | 24939 US HWY 27 | Leesburg | No |  |
| 35-57-07482 | Fire Station 83 | 15303 Ferndale Community Rd. | Ferndale | No |  |
| 35-57-07167 | Fire Station 110 | 6234 CR 551 | Clermont | Iron filter |  |
| 35-57-00365 | Fire Station 111 | 8835 Bay Lake Rd. | Groveland | Chlorinator |  |
| 35-57-00073 | Library-East Lake | 31336 CR 437 | Sorrento | No |  |
| 35-54-0377 | Library-Paisley | 24954 CR 42 | Paisley | Chlorinator |  |
|  | | | | | |
| PART B: Basis for Additional Repairs Used For Repairs Due To Abuse Or Misuse And/or Acts Of God | | | | | |
|  | | | | | |
| **ITEM** | | **Cost** | **Unit** | **Notes** | |
| Labor - Regular Work Hours (M-F 8:00am to 5:00pm) | |  | Per Hour |  | |
| Labor - After Hours Work | |  | Per Hour | Any hours outside of Regular Work Hours | |
| Parts Mark-up | |  | Percent | Amount added to vendors actual cost of the parts. Vendor to provide proof of cost with each invoice | |
|  | |  |  |  | |
|  | | | | | |