1. **CONTRACTOR RESPONSIBILITIES**

**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.
     1. Employ only skilled, qualified workers.
  2. Provide all-inclusive quotes to provide 100% turnkey projects that include new installation, repairs, preventative maintenance, and replacement of fixtures/equipment.
     1. Include all required labor, material, equipment, plans, engineering, surveys, permitting and local and state inspections.
     2. Include costs for general housekeeping and work area clean up.
     3. Include travel time.
     4. 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.
  3. Obtain licenses, permits, and fees (including inspection fees) as required to comply with all laws, ordinances, regulations, and code requirements applicable to complete projects.
  4. Be responsible for inspections, penalties, fees, or fines for projects.
  5. Be responsible for damages caused as the result of completing projects.
  6. Furnish all tools and equipment (possibly cranes, lift trucks, boom trucks, cherry pickers, etc.) to complete projects timely.

1. **SCOPE OF WORK**
   1. **PRELIMINARY INSPECTIONS**
      1. Within sixty (60) days of issuance of Purchase Order, Contractor shall conduct preliminary inspections on all water well and water treatment systems listed in Attachment 2, Facilities Locations, Item No. 1 through 24. Upon completion of the inspection, a detailed report of the inspection, a quote for repairs, and pictures for any items in need of repair should be submitted to the County’s Project Manager.
      2. Preliminary 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 pest 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.
      3. Inspection reports shall be submitted in PDF format along with the invoice for payment.
      4. Inspection reports shall note any deficiencies found in the systems, recommended repairs and repair quotes, and photos to document and identify the problem areas.
   2. **ANNUAL PREVENTATIVE MAINTENANCE AND INSPECTIONS**
      1. For Facility locations, each subsequent year from the term of the contract date, the Contractor shall perform one (1) Annual Preventative Maintenance and Inspection at each location as listed in Attachment 2, Item No. 1 - 24. The Annual Preventative Maintenance and Inspection shall comprise of the scope of items listed in the Preliminary Inspection listed in Section 2.1 of the solicitation
      2. For Parks locations, the Contractor shall perform one (1) Annual Preventative Maintenance and Inspection for each park as listed in Attachment 2, Item No. 25 – 33. The Annual Preventative Maintenance and Inspection shall comprise of the scope of items listed in the Preliminary Inspection listed in Section 2.1 of the solicitation.
   3. **REPAIR SERVICES**
      1. A service request will be made for any water well or water treatment system not functioning properly. The Contractor shall provide an estimated time of arrival and the County’s Project Manager will be called with an update prior to the technician leaving the site.
      2. Response time to the service request shall not exceed four (4) hours from notification.
      3. The Contractor shall submit quotes to the County’s Project Manager, based on the pricing section labeled “Time and Materials Charge for Additional Work”.
      4. The hourly labor rate quoted under this contract shall be only productive hours at the job site. Time spent for items such as, but not limited to transportation of workers, material acquisition, handling and delivery, or for movement of Contractor owned or rented equipment is not chargeable directly but is overhead and the cost shall be included in the overhead, insurance, profit, and the cost of equipment that is normal and necessary tools of the trade. This rate is assumed to be at straight time for all labor except as otherwise noted. The Contractor shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and resultant contract, and any other applicable laws of the State of Florida.
      5. As part of this bid, the Vendor shall also supply a cost percentage that will be charged above the Contractor’s cost of the parts and materials. When submitting an invoice with parts and/or materials, a copy of the Contractor’s invoice showing the cost from the supplier shall be included.
   4. **CHLORINATION/DISINFECTION**
      1. A service request may be made if a well system has become contaminated with bacteria. The Contractor shall have the ability to 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.
      3. If needed, the Contractor may use a subcontractor for services related to the water treatment systems.
   5. **SAMPLING AND TESTING**
      1. A service request may be made of the water needs to be sampled and tested for cleanliness and/or the presence of contaminants, including but not limited to coliform, bacteria, nitrates and any other contaminants of concern.
      2. The test shall be performed by a certified water laboratory, utilizing appropriate industry standards and test methods.
      3. Upon completion of the water testing, the Contractor shall provide a concise, clear, written report that explains results and recommendations and includes all laboratory testing.

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