1. **SCOPE OF WORK**

Provide on-call service for maintenance, repair, and installation of water well and water treatment systems. Services shall include but are not limited to maintenance, repair, parts, material, travel time, inspections, and water testing. Materials and parts shall include chlorinators, water softeners, iron filters and any associated components for the safe and efficient operation.

This is an indefinite quantity contract with no guarantee services will be required. County does not guarantee a minimum or maximum dollar amount to be expended. All work performed shall be in strict compliance with the latest codes, standards, and practices and in accordance with Federal, State, and Local laws.

1. **CONTRACTOR RESPONSIBILITIES**

Contractor Shall:

* 1. Be licensed and employ skilled, qualified, and fully competent employees in all aspects of water well and water treatment systems and components in a safe manner.
  2. Provide annual inspections and preventative maintenance of water well and treatment systems.
  3. Provide water sample testing on a weekly basis for all listed locations with chlorinators.
  4. Provide disinfection services by shock chlorination and treatment.
  5. Provide repair and maintenance services as needed in conjunction with the County’s needs.
  6. Provide all-inclusive quotes for 100% turnkey projects that include new installation, repairs, maintenance, and replacement of fixtures/equipment.
  7. Include all required labor, material, equipment, plans, engineering, surveys, permitting, travel time, and local and state inspections.
  8. Include costs for general housekeeping and work area clean up.
  9. Obtain licenses, permits, and fees (including inspection fees) as required to comply with all laws, ordinances, regulations, and code requirements applicable to complete projects.
  10. Be responsible for inspections, penalties, fees, or fines for projects.
  11. Be responsible for damages caused as the result of completing projects.
  12. Furnish all tools and equipment (possibly cranes, lift trucks, boom trucks, cherry pickers, etc.) to complete projects timely.

1. **INSPECTIONS AND PREVENTATIVE MAINTENANCE**
   1. Contractor shall perform an initial inspection of all equipment within sixty (60) calendar days of Notice to Proceed.
   2. Annual inspections shall be performed each subsequent year within sixty (60) days of the term contract renewal date at each location.
   3. Inspections shall include but are not limited the following. Any discrepancies shall be clearly documented on the inspection report.
      1. Visual inspection of hazardous material located within approximately one hundred fifty (150) feet of the well or water system.
      2. Visual inspection of the ground surrounding the wellhead is sloped away from the well to divert surface runoff and provide positive draining.
      3. Notation of the growth of weeds, trees, shrubs, or grass with root systems in the areas that are adjacent to the well.
      4. Inspect all faucet hose connections are equipped with anti-backflow devices.
      5. Inspect and document the condition of concrete pad surrounding the well casing and proper sealing of the casing to the pad.
      6. Inspect the condition of the cap and any seals present. Note the presence of fitment problems, cracks, or holes.
      7. Inspect the presence of the vent screen in the well vent and clear away any debris.
      8. Inspect the well cap to ensure it is twelve (12) inches above the ground.
      9. Inspect pressure tanks for cracks, structural damage, leaks, corrosion, and paint condition.
      10. Inspect piping condition and pipe fittings for tightness.
      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. Inspect for any visible water leaks.
      16. Inspect 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. Inspect and document running amps on well pumps and compare to manufacturer’s specification.
      19. Inspect well for unusual operation conditions such as noise in operations, failure to start normally, excessive sparking, smells, or vibrations.
      20. Inspect and record appropriate pump cycle rate.
      21. Inspect and test pressure relief valves for proper functionality. Verify start and stop pressure settings.
      22. Inspect and verify the 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. Inspect and document the valve condition.
      24. Inspect, clean, and repair interior and exterior of control panels and disconnects.
      25. Panels shall be cleaned and carefully compressed with air. Note on report of any pest is present.
      26. Inspect all associated well circuit breakers 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.
   4. Contractor shall provide a detailed inspection report in PDF format with invoice for payment.
   5. 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. **REPAIR AND MAINTENANCE SERVICES**
   1. A repair service request shall be made for any water well or water treatment system not functioning properly.
   2. Contractor shall provide an estimated time of arrival and the County shall be notified with an update prior to the technician leaving the site.
   3. Response time to non-emergency service request shall not exceed eight (8) hours from notification.
   4. Response time to emergency service request shall not exceed four (4) hours from notification.
      1. Additional fees shall be allowed for emergency calls. See Attachment 2 – Pricing Sheet.
      2. Contractor shall submit quotes based on pricing section labeled “Pricing for Additional Services”.
   5. Quotes shall contain the cost for labor and parts derived from contract pricing. The quote must contain justification for the parts to be considered for replacement.
   6. Change orders shall not be issued for incidental items or tasks that should have been reasonably construed to be part of the project.
3. **WATER SAMPLE TESTING**
   1. Contractor shall provide weekly testing of water samples at all locations with chlorinators.
      1. Weekly reports shall be submitted to the County’s Project Manager.
   2. Water sample testing shall be performed at Lake County Water Laboratory for verification purposes.
   3. In the event a well fails sample testing, the contractor shall be assessed liquidated damages fees per Facilities Agreement until inspections are completed and approved.
      1. The fee shall be deducted form the Contractor’s invoice.
4. **WELL CHLORINATION AND DISINFECTION**
   1. A service request may be made if a well system has become contaminated with bacteria.
   2. Contractor shall have the ability to disinfect the well by shock chlorination.
   3. The disinfection process shall be scheduled when the water system will not be used for at least twelve (12) hours.
   4. In addition to the well, all other water treatment system, such as heaters, softeners, and pressure tanks shall be disinfected.
   5. Contractor shall post notifications on all water outlets notifying potential users the consumption of water is unsuitable during the chlorination process.
5. **INVOICING AND PAYMENTS**
   1. The hourly labor rate quoted shall be only productive hours at the job site.
   2. Time spent for items such as but no 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 the equipment that is normal and necessary tools of the trade.
   3. Contractor 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.
6. **COUNTY RESPONSIBILITIES**

As stated in Exhibit D.

1. **DELIVERY REQUIREMENTS AND ACCEPTANCE.**

As stated in Exhibit D.

1. **WARRANTY REQUIREMENTS**

As stated in Exhibit D.

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