**REQUEST FOR QUALIFICATIONS**

**FOR**

**TESTING OF BACKFLOW PREVENTION DEVICES WATER LINES OWNED BY THE CITY OF JACKSON AND ITS CUSTOMERS**

**PURPOSE**

The City of Jackson is requesting written Request for Qualifications (RFQ) from prospective contractors to submit a proposal for consideration by the City of Jackson (COJ) to provide all necessary labor, tools, material, equipment and incidentals required for providing annual certification of backflow prevention devices, including inspection, testing, repair and submission of a written report on waterline backflow prevention devices located on property identified by COJ.

**ISSUING OFFICE**

The issuing office is the sole point of contact for this RFQ. General requirement description and questions for information should be addressed as follows:

City of Jackson Attn: Trevor Hoaas, Water Dept. Foreman

33 Broadway Jackson, CA 95642

Phone: (209) 223-1646

Email: [cinfo@ci.jackson.ca.us](mailto:cinfo@ci.jackson.ca.us)

**DELIVERY OF PROPOSAL**

Proposals will be accepted until 4:00 P.M., February 28, 2023 by the City of Jackson. We will be accepting electronic RFQs in lieu of hard copies. Please submit to Water Dept. Foreman thoaas@ci.jackson.ca.us and copy [cinfo@ci.jackson.ca.us](mailto:cinfo@ci.jackson.ca.us).

**PERIOD OF PERFORMANCE**

COJ expects to make an award of contract on March 13th, 2023. Services performed under this contract will be for a period of five (5) years following the date of award.

**LOCATION OF TESTING SITES**

The testing locations are within the city limits and portions of the Martell area.

**PROJECT DESCRIPTION**

The City of Jackson has approximately 364 backflow devices in its water distribution system ranging from 3/4-inch double check valves to 4-inch reduced pressure principle devices. The City will give customers 60 days to select a tester of their own choice. Once that time has expired the remaining devices will be tested within 120 days by the selected contractor.

**SCOPE OF WORK**

Provide all labor, materials, equipment, transportation, and services required to furnish necessary services to inspect, test, repair, and report on all backflow prevention devices and accessories identified by the City of Jackson in accordance with USC, Foundation for Cross-Connection Control, and Hydraulic Research Prevention Assembly Field Test Procedures, as described in the Backflow USC-FCCHR Manual of Cross-Connection Control. The tests are required on an annual basis.

**QUALIFICATIONS**

Contractor shall be certified by the American Water Works Association (AWWA) or USC-FCCHR and must be currently listed as an approved tester. Proof of current tester certification must be presented with proposal. Loss of valid certification during the contract period shall be cause for cancellation of the contract. Persons certified to check backflow prevention devices shall be responsible for the competence and accuracy of all tests conducted, repairs made, and reports prepared in their name.

**COMPLETION TIME**

Each inspection, test, and report shall be completed in all parts within 120 calendar days of the inspection request.

**PROPOSAL REQUIREMENTS**

Proposals will state cost of services on a per unit basis for inspection, testing, and reporting. Proposals will state an hourly rate for repair and percentage markup on replacement parts. Proposals will convey prior experience relevant to the required scope of work. Proposals shall be submitted electronically in lieu of hard copies.

**DESCRIPTION OF PROJECT**

**1. Testing Material** All materials shall be in serviceable condition and approved and as required by COJ.

**2. Report**

**a.** Report shall be completed on a city approved form provided by the successful testing bidder and shall include the address of meter location in addition to all other COJ standard form information.

**b.** Report shall include Contractor’s current AWWA certification number and expiration date.

**c.** Report shall be complete and in legible printing or typing and signed by contractor. Reports will be sent directly to COJ or delivered electronically though COJ’s Backflow Management Portal.

**3. Visual Inspection**

**a.** Contractor shall visit the job site and inspect both the device and the protective enclosure. If the device cannot pass because the unit is not in compliance, vandalism has occurred, and/or any other cause, Contractor will make necessary repairs. If it is necessary to replace the backflow device, Contractor will notify COJ.

**b.** Report if the enclosure is overgrown and/or is in need of freeze protection.

**4. Test**

**a.** The tests are required annually for all backflow devices and will be completed within 120 days of notification of COJ.

**b.** The tests will be completed in full compliance with all guidelines referenced in Scope of Work.

**c.** If a device fails, Contractor will make necessary repairs. If it is necessary to replace the backflow device, Contractor will notify COJ.

**d.** Following a completed test the contractor shall attach an inspection tag on the device with the test date, pass/fail designation, and the contractor’s business name and phone number.

**CONTRACTOR’S INSURANCE**

Consultant shall obtain and shall require its subconsultants to obtain insurance of the types and in the amounts described below:

Commercial General Liability Insurance.

Consultant shall maintain occurrence version commercial general liability insurance of equivalent form with a combined single limit of not less than $1,000,000 per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit.

Business Automobile Liability Insurance.

Consultant shall maintain business automobile liability insurance or equivalent form with a combined single limit of not less than $1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

Professional Liability Insurance.

Consultant shall maintain errors and omissions liability insurance with a limit of not less than $1,000,000 each claim. Such insurance shall be maintained for a minimum of five years following completion of the services.

Workers' Compensation Insurance.

Consultant shall maintain workers' compensation insurance with statutory limits and employers' liability insurance with limits of not less than $1,000,000 per accident.

*Mailing Address: All insurance correspondence, policies, binders or notices required under the contract shall be mailed or delivered personally to the address listed by Issuing Office*.

**SELECTION PROCEDURE**

The selection of a certified tester will be based on cost and qualifications.

This request for qualifications does not commit COJ to award a contract, or pay any costs incurred in the preparation of a response to this request. COJ reserves the right to reject any or all proposals received if it is in the best interest of the city to do so.

**PAYMENT**

Payment will be made upon completion of the work and submittal of an invoice to the City of Jackson.