Scope of Work for Backflow Retro-fit  
Palm River Subdivision

Overview
It is the intent of this task to retrofit potable metered services within geographical blocks or parcels with reduced pressure principle backflow preventers. The Palm River Subdivision will be bid as a lump sum for the installation of the new backflow preventers and relocation of services located within 20 ft from the existing service; in certain cases, there will be a possibility to use extra parts (Collier County will provide materials) to raise the devices to comply with the minimum clearance; this extra cost for labor should be included in the lump sum amount. In the event that services have to be relocated more than 20 ft from the existing location, there will be in time and material basis and be approved by Collier County. All devices must be horizontally and vertically aligned. It is the responsibility of the contractor to investigate existing conditions before the submittal of a bid. The price shall include all aspects of the installation minus parts. Final payment will not be made until a scheduled inspection by County staff confirms all of the services have been completed, including site repair.

Pre-bid Inspection
A walk-thru is scheduled for Tuesday August 23, 2011 at 9:00 am at the intersection of Palm River Blvd and Immokalee Road. Although this is not a mandatory meeting, it is advisable that all bidders attend it. Any questions or issues of concern will be addressed at that time.

Task Guidelines
1. Collier County will issue written notification to homeowners in advance of Contractor’s arrival, but Contractor will be responsible for notifying each homeowner prior to the start of each individual retro-fit. If the customer is not prepared or would like to re-schedule, the Contractor should notify the County contact to re-schedule.

2. Contractor will be responsible for excavation at each site. It is required that the Contractor takes pictures of each site prior to and after the installation. The Contractor will not be allowed to start any work until the pictures are delivered to the Project Manager.

3. Contractor may wish to use the customer’s shut-off on the side of the home to minimize de-watering, but in doing so takes full responsibility should the valve fail in the performance of the task.
4. Contractor is responsible for locates at the individual work-sites. Contractor shall schedule a locate meet in advance, as an advisory to utility owners in the area of concern.

5. It will be the responsibility of the Contractor to pick-up parts at the Distribution Warehouse on Progress Avenue as needed.

6. Installation of the assemblies will be per detail on Attachment A. Device will be level and plumb. Connections to the customer’s side plumbing will be professional and utilize as few parts as possible, but not adding any undue stress to existing piping. No leakage will be acceptable.

7. On completion of backflow preventer installation, the service must be flushed to the resident’s hose bib on incoming side, removing as much air as possible.

8. In the event of an issue arising related to pre-existing conditions such as a broken meter box or inoperable curb stop, the Contractor must contact the County representative responsible for oversight.

9. In the event of a service break related to the task, it will be the Contractor’s responsibility to repair, at no additional cost to the County.

10. Collier County will be responsible for the testing of the device, once installed. A complete test report will accompany the work order generated for the task.

11. Contractor will be responsible for back-filling and site repair (grass, plants, concrete, asphalt, etc.) for each address. This includes repairs to any pre-existing utilities or structures.

12. A completed work form and backflow test report must be submitted for each installation, daily to Collier County representative.

13. All service relocations less than 20 ft from the existing meters should be included in the lump sum price and should be coordinated with Collier County Water Department. In the event of relocate services more than 20 ft from the existing service, it will be compensated as Time and Material.

14. The installation of the devices must be done in order: street by street.

15. All devices must be horizontally and vertically aligned.

16. It is the responsibility of the contractor to investigate existing conditions before the submittal of a bid.
17. The contractor must install a portable toilet in the Palm River Subdivision and service it in a weekly basis. The price should be included in the lump sum price.

18. All of the Contractor’s employees and sub-contractors must obtain a Contractor badge which signifies that the holder has passed a background check. The cost for this process is $43.25 per application. Badge must be worn and visible at all time when working at job site.

19. It will be required that all the Contractor’s vehicles that are going to the subdivision are identified with a company sign.

20. Once the Contractor starts the job, no interruptions will be allowed.

Payment:
The Contractor can submit monthly payment applications. The first one will be after no less than 30 days of onsite work is completed. Subsequent pay applications may not be submitted any sooner than 30 days after acceptance of the first pay application.

Warranty:
Contractor shall warrant all work performed for a period no less than one year from the date of installation. This will include any work performed on the customer’s side plumbing, plants or sod, etc. The Contractor will be responsible for any costs incurred by the customer as the result of the work performed, from the start of the task until the warranty period expires. In case of any brakes due to installation, the Water Department will call the Contractor, and if he cannot be reached, the County will do the repair and invoice the Contractor. The Contractor will be invoiced on a Time and Material (T&M) basis, with a minimum of 2 hours at $82 per hour.