



July 28, 2023

Bidder:

The City of Traverse City will receive **sealed bids** in the Office of the City Manager, second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Tuesday, August 22, 2023 at 10:00 a.m.** for the following:

**Water System Backflow Device Testing
for City of Traverse City-Owned Backflow Devices
(specifications attached)**

If the specifications are obtained from the City's new updated website link at: http://www.traversecitymi.gov/bids_and_rfps.asp, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to ksheridan@traversecitymi.gov

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City. The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified. Please refer to the City's website for bid results.

You must indicate on the outside of the sealed envelope that the bid is for the "**Backflow Device Testing RFP.**" You must submit TWO (2) SEALED COPIES of the bid to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. **Alternatively, emailed bids will be accepted. Please indicate in the subject line of your email that you are submitting a "Sealed Bid" together with the project description, "Backflow Device Testing RFP" and submit your emailed bid to tcmanage@traversecitymi.gov before Tuesday, August 22, 2023 at 10:00 A.M.**

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met.

If you have any questions, please contact Justin Roy, Water and Sewer Maintenance Division Superintendent, at (231) 922-4923 before the bid is submitted.

PLEASE SUBMIT BID TO: Kim Sheridan, Purchasing Agent
400 Boardman Avenue, 2nd floor
Traverse City, MI 49684
Email: tcmanage@traversecitymi.gov

SPECIFICATIONS

ITEM: Water System Backflow Device Testing for the City of Traverse City-Owned Backflow Devices

SCOPE OF WORK:

The work to be done under this contract consists of testing and certification of **48 each** backflow devices, providing cost estimates for any repair work, and if accepted, repairing devices as directed under the provided pricing as an extension of this proposal. All repairs or installation of new backflow devices shall comply with all applicable Plumbing Codes and be completed by a licensed plumber.

All testing shall be performed by an ASSE 5110 certified tester.

A list of backflow devices and their locations are sorted by diameter and included with the attached bid form.

The backflow prevention Assembly Test Report shall be submitted to the City's Cross Connection Control Program contractor CCRA Professional Services via uploading it to their web portal within 10 days of the completed assembly test. The contractor must either already have an account or create an account to be able to login to submit the assembly tests. There is no fee to register or to submit the assembly tests. The contractor will search using the serial number, address or name to locate the account and the assemblies located at that account. The contractor must confirm that the make, model, serial number and size are correct, then the test date and result are submitted and saved - RP (Check 1, Check 2 and Relief Valve Opening Point), DC (Check 1, Check 2), PVB (Check Valve, Air Inlet Opening) SVB (Check Valve, Air Inlet Opening)

Bidder - Please complete and return

BID SUMMARY

TITLE: Water System Backflow Device testing for the City of Traverse
City-Owned Backflow Devices at City-Owned Locations

DUE DATE: **Tuesday, August 22, 2023 at 10:00 A.M.**

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse city's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or
- (e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
 - ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
 - iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
 - iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
 - v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
- (f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

The bidder shall completely fill out the bid form below.

**BID FORM
FOR
WATER SYSTEM BACKFLOW DEVICE TESTING**

| LOCATION | ADDRESS | DEVICE TYPE | SIZE | SERIAL # | COST |
|---|---------------------------|-------------|--------|--------------|-----------|
| 1. SUPPLY TO HOSE REEL | 503 HANNAH | RPZ | 1/2" | H00982 | \$ |
| 2. DPS ANNEX | 631 WOODMERE | PVB | 3/4" | 3781 | \$ |
| 3. DPS PRESSURE WASHER | 625 WOODMERE | RPZ | 3/4" | 26007 | \$ |
| 4. JAY SMITH WALKWAY | 131 E FRONT | RPZ | 3/4" | 233918 | \$ |
| 5. WATER PLANT- FLOURIDE ROOM | 2010 EASTERN AVE | RPZ | 3/4" | B144 | \$ |
| 6. FIRE STATION 1 | 500 WEST FRONT | RPZ | 3/4" | 251850 | \$ |
| SUBTOTAL 1 | | | | | \$ |
| | | | | | |
| 7. CENTER ISLAND- CASS TO UNION | 100 E GRANDVIEW PKY | PVB | 1" | H165122 | \$ |
| 8. AERO PARK IRRIGATION | 2401 AERO PARK | PVB | 1" | HB79937 | \$ |
| 9. UNION ST DAM | 146 E STATE | RPZ | 1" | 180028 | \$ |
| 10. SOUTH OF CLINCH PARK TUNNEL | W GRANDVIEW PKWY | RPZ | 1" | 81989 | \$ |
| 11. DOG PARK- DIVISION | 701 CYPRESS | PVB | 1" | FIELD VERIFY | \$ |
| 12. WAYNE HILL RESERVOIR PUMP STATION | 1506 WAYNE | RPZ | 1" | 579335 | \$ |
| SUBTOTAL 2 | | | | | \$ |
| | | | | | |
| 13. WTP- LAWN | 2010 EASTERN | PVB | 1-1/2" | 536704 | \$ |
| 14. BRYANT PARK | 1101 PENINSULA DR | PVB | 1-1/2" | H003415 | \$ |
| 15. EAST BAY PARK | 2056 E FRONT ST | PVB | 1-1/2" | H003454 | \$ |
| 16. BOON ST PARK | 900 BOON | PVB | 1-1/2" | H002255 | \$ |
| 17. CLINCH PARK IRRIGATION | 171 E GRANDVIEW PKWY | PVB | 1-1/2" | AC9052 | \$ |
| 18. CF OPEN SPACE DRINKING FOUNTAIN | 100 W GRANDVIEW PKY | PVB | 1-1/2" | QP405 | \$ |
| 19. CASS ST DRIP IRRIGATION/LEGION PARK | 200 BLK CASS/ WASHINGTON | RPZ | 1-1/2" | BE6017 | \$ |
| 20. N UNION ST DRIP IRRIGATION | 200 BLK S UNION | RPZ | 1-1/2" | B14607 | \$ |
| 21. LAY PARK/ S UNION DRIP IRRIGATION | 300 BLK S UNION | RPZ | 1-1/2" | BK5289 | \$ |
| 22. 8TH ST DRIP IRRIGATION | 315 E 8TH | RPZ | 1-1/2" | H09483 | \$ |
| 23. TRUCK FILL | 507 HANNAH | RPZ | 1-1/2" | 23237 | \$ |
| 24. FIRE STATION 2 | 1313 E 8th | RPZ | 1-1/2" | F8239 | \$ |
| SUBTOTAL 3 | | | | | \$ |
| | | | | | |
| 25. F&M PARK | 700 E STATE | PVB | 2" | A00957 | \$ |
| 26. PARKING LOT RB | 240 GRANDVIEW PKWY | PVB | 2" | AC0954 | \$ |
| 27. W OF PUMP STATION | GRANDVIEW PKWY/580 BAY ST | PVB | 2" | AC0953 | \$ |

| LOCATION | ADDRESS | DEVICE TYPE | SIZE | SERIAL # | COST |
|---|----------------------|-------------|------|-------------|-----------|
| 28. DARROW PARK | 726 MONROE | PVB | 2" | H008720 | \$ |
| 29. VETERANS PARK | 11TH ST | PVB | 2" | H026499 | \$ |
| 30. DPS LAWN/ WOODMERE (8TH TO HANNAH) | 625 WOODMERE | RPZ | 2" | H15448 | \$ |
| 31. DPS BRINE TANK | 625 WOODMERE | RPZ | 2" | H11973 | \$ |
| 32. WTP | 2010 EASTERN | RPZ | 2" | NOT LEGIBLE | \$ |
| 33. MINI PARK | 539 E FRONT | RPZ | 2" | 465991 | \$ |
| 34. OPEN SPACE | 100 W GRANDVIEW PKWY | RPZ | 2" | 101665 | \$ |
| 35. WOODMERE MEDIANS | IFO 717 WOODMERE | RPZ | 2" | H17042 | \$ |
| 36. WOODMERE MEDIANS | IFO 1005 WOODMERE | RPZ | 2" | H14991 | \$ |
| 37. PARKING LOT C | 204 E GRANDVIEW PKWY | RPZ | 2" | H16521 | \$ |
| 38. CENTER ISLAND- MERCHIE BRIDGE TO CASS | 201 E GRANDVIEW PKWY | RPZ | 2" | H07960 | \$ |
| 39. CLINCH PARK - SPLASH PAD | 161 E GRANDVIEW PKWY | DCV | 2" | 1240690 | \$ |
| 40. ZOO AQUATICS BUILDING | 161 E GRANDVIEW PKWY | RPZ | 2" | 28505 | \$ |
| 41. HULL PARK | 660 HANNAH | RPZ | 2" | 381349 | \$ |
| 42. N OF SPRUCE ON BAY ST | GRANDVIEW PKWY | RPZ | 2" | J036382 | \$ |
| 43. FIRE STATION 1 | 500 WEST FRONT | RPZ | 2" | G6850 | \$ |
| SUBTOTAL 4 | | | | | \$ |
| | | | | | |
| 44. CLINCH MARINA DOCKS & HYDRANTS- EAST | 111 E GRANDVIEW PKWY | RPZ | 4" | N5747 | \$ |
| 45. CLINCH MARINA DOCKS & HYDRANTS- WEST | 111 E GRANDVIEW PKWY | RPZ | 4" | N5751 | \$ |
| 46. CEMETERY | 1400 E 8TH | RPZ | 4" | 9907261307 | \$ |
| SUBTOTAL 5 | | | | | \$ |
| | | | | | |
| 47. CEMETERY | 1400 E 8TH | RPZ | 6" | 9901261337 | \$ |
| SUBTOTAL 6 | | | | | \$ |
| | | | | | |
| GRAND TOTAL (SUBTOTALS 1 - 6) | | | | | \$ |

Submitted by:

Signature

Name and Title (Print)

Phone

Fax

Company Name

Company Address

City,

State,

Zip

Sole proprietorship/partnership/corporation

If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. _____

Contact Person: _____ Telephone: _____

2. _____

Contact Person: _____ Telephone: _____

3. _____

Contact Person: _____ Telephone: _____

The City's requirements for performing backflow testing services are as follows:

Vendor shall carry commercial general liability coverage, including products liability coverage, with the City named as additional insured; and Workers' Compensation and Employers' Liability coverage. (See attached insurance requirements.)

Please contact Kim Sheridan at 231-922-4440 with any questions.

VENDOR _____ **S.O.** _____ **DATE** _____

If you will be providing services to the City of Traverse City, this is to notify you that all Vendors must provide a current certificate of insurance from a company licensed to business in the State of Michigan to the City Manager's Office with the amounts of liability as indicated below prior to services being rendered. If Vendor will be rendering services to the City throughout the year, the City may use the same certificate of insurance that Vendor provides (as long as it remains current) for each service order issued. The Vendor agrees not to change and agrees to maintain such insurance throughout the period of performance of this service order. Vendor will upon acceptance of this service order provide a certificate of insurance to the City Manager's Office. The policy shall contain endorsements stating that at least a 10-day notice will be given to the City prior to termination or any change in the policy. Should any required insurance be cancelled, materially reduced or expire, all activities under this service order shall immediately cease until substitute insurance in compliance with all requirements hereof has been procured and evidence thereto presented to the City. Please fax or mail the original ASAP.

 X **Contractor's Commercial General Liability Insurance:** The Vendor shall acquire and maintain during the life of this service order, commercial general liability insurance coverage in the amount of \$1,000,000 minimum per occurrence for all claims arising out of the Vendor's work, including products liability.

 X **The City of Traverse City shall be named as additional insured for all claims arising out of the Vendor's work.**

AUTO LIABILITY (IF FOB DESTINATION)

 X **Automobile Liability Insurance:** The Vendor shall procure and maintain during the life of this service order, automobile liability insurance, including applicable "no-fault" coverage, combined single limit bodily injury and property damage and shall include all owned vehicles, all non-owned vehicles and all hired vehicles if a motor vehicle is used to provide services or products.

 X **Workers Compensation Insurance:** The Vendor shall procure and maintain during the life of this service order, workers compensation insurance, including employers' liability coverage in accordance with all applicable statutes of the State of Michigan. If a sole proprietor, a sole proprietor waiver must be executed and notarized.