

**Request for Quote (RFQ)**  
**For Participation in**  
**Air Release Valves Inspection Study**  
**for**



**REQUEST FOR QUOTE NUMBER 97048**

**Mandatory Pre-Bid Meeting in Person or Teleconference**

**April 19, 2019, at 2:00 PM EST**

**Pre-Bid location: JEA Bid Office, Customer Center 1st Floor, Room 002**

**21 W. Church Street, Jacksonville, FL 32202**

**Or**

**Teleconference Dial In: 1-888-714-6484**

**Teleconference Participation Passcode: 817050**

**Quotes are due on May 14, 2019 by 12:00 PM EST**

**E-Mail quotes to David King at [kinggd@jea.com](mailto:kinggd@jea.com)**

**JEA Procurement Services**

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## Solicitation

### 1. INVITATION

#### 1.1. SCOPE OF WORK

The scope of work includes the physical inspection of a subset of the approximately one thousand seven hundred (1,700) existing Air Release Valves (ARVs) installed on sanitary sewer force mains. The work shall be scheduled and performed in phases.

Further information can be found in Appendix A - Technical Specifications and Appendix A - 33 01 30.12  
Inspection of ARVs

#### 1.2. QUESTIONS (RFQ)

All questions shall be submitted in writing to the JEA Buyer listed below at least three (3) business days prior to the Bid opening date. Questions not received three (3) days prior to the Bid opening date will not be answered.

For Procurement Related Questions:

Buyer: David King

Email: [kinggd@jea.com](mailto:kinggd@jea.com)

For Technical Questions:

Contact: Bryan Spell

Email: [spelbc@jea.com](mailto:spelbc@jea.com)

#### 1.3. INVITATION (RFQ)

You are invited to submit a Bid in response to the Request for Quote (RFQ) noted below:

**JEa RFQ Title:** Air Release Valves Inspection Study

**JEa RFQ Number:** 97048

To obtain more information about this RFQ, download a copy of the RFQ, PDF quality drawings (if applicable) and any required forms at [jea.com](http://jea.com).

**Bid Due Date:** May 14, 2019

**Bid Due Time:** 12:00 PM EST

All bids shall be submitted on the appropriate Bid forms that are included in this RFQ and are also available at [jea.com](http://jea.com). All bids submitted electronically shall reference the RFQ Title in the subject line of the email.

Please submit the Bid Form and other related documentation to:

**Buyer Name:** David King

**Buyer Email:** [kinggd@jea.com](mailto:kinggd@jea.com)

The Bidder shall be solely responsible for delivery of its bid to the JEA Buyer.

#### 1.4. MANDATORY PRE-BID MEETING – IN PERSON OR TELECONFERENCE

There will be a mandatory Pre-Bid meeting. JEA expects the Bidders to be on time to the Pre-Bid meeting and Bidders must be present at the starting time of the meeting.

PLEASE BE AWARE, JEA RECENTLY REVISED ITS SECURITY PROCEDURES WHICH MAY TAKE UP TO FIFTEEN MINUTES TO OBTAIN ACCESS TO A JEA FACILITY. PLEASE PLAN ACCORDINGLY SO AS TO ARRIVE TO THE PRE-BID MEETING ON TIME.

Pre-Bid Meeting Date: April 19, 2019

Pre-Bid Meeting Time: 2:00 PM EST

Pre-Bid Location: JEA Bid Office, Customer Center 1st Floor, Room 002, 21 West Church Street, Jacksonville, FL 32202

## **2. SPECIAL INSTRUCTIONS**

### **2.1. MINIMUM QUALIFICATIONS - RFQ**

The Bidder shall meet the following Minimum Qualifications to be considered eligible to submit a Bid in response to this RFQ. **JEA reserves the right to ask for additional back up documentation or additional reference projects to confirm the Bidder meets the requirements stated below.** A Bidder not meeting all of the following criteria may have their Bid rejected:

- CONTRACTOR shall provide a QUALIFIED INSPECTOR with a minimum of five (5) years of experience in water and wastewater construction and inspection and must be a National Association of Sewer Service Companies (NASSCO) Manhole Assessment and Certification Program (MACP) certified. Qualifications must be submitted in writing to JEA for review and approval a minimum of three weeks before scheduled inspections and must include at least three (3) references.

**Please note, any Bidder whose contract with JEA was terminated for default within the last two (2) years shall not be determined to be a responsible Bidder and their Bid will be rejected.**

### **2.2. COMPETITIVE BIDDING - BASIS OF AWARD**

JEA will review Bids to determine if they meet the Minimum Qualifications as stated in this RFQ. JEA will Award the Contract to the lowest responsive and responsible Bidder who meets or exceeds the Minimum Qualifications, and whose Bid represents the lowest cost to JEA.

NO EXCEPTIONS ARE ALLOWED IN A REQUEST FOR QUOTE. IF THE BIDDER OBJECTS IN ANY MANNER TO THE TERMS AND CONDITIONS OR TECHNICAL SPECIFICATIONS, THE OBJECTION MUST BE ADDRESSED IN WRITING FIVE (5) BUSINESS DAYS PRIOR TO THE BID OPENING DATE, AND THE OBJECTION MAY BE ADDRESSED IN AN ADDENDUM IF JEA BELIEVES THAT A CLARIFICATION OR CHANGE IS NECESSARY. ANY MODIFICATIONS, EXCEPTIONS OR OBJECTIONS STATED WITHIN THE BID DOCUMENT SHALL SUBJECT THE BID TO BE REJECTED.

### **2.3. NUMBER OF CONTRACTS TO BE AWARDED**

JEA intends to Award one (1) Contract(s) for the Work. JEA reserves the right to Award more than one Contract based on certain groupings of the Work items, or JEA may exclude certain Work items, if JEA determines that it is in its best interest to do so.

### **2.4. REQUIRED FORMS TO SUBMIT WITH BID - REQUEST FOR QUOTE**

To submit a Bid in response to this RFQ, all of the forms listed below must be completed and submitted as part of the Bid. The Bidder must obtain the required forms, other than the Bid Form, Bid Workbook, and the Minimum Qualification Form which is attached, by downloading them from JEA.com. If the Bidder fails to complete or fails to submit one or more of the required forms, the Bid may be rejected.

The following forms are required to be submitted at the time of Bid:

- o Bid Form (including acknowledgement of all addenda) - This form can be found in Appendix B.
- o Bid Workbook
- o List of JSEB Certified Firms (if any)
- o List of Subcontractors/Shop Fabricators (if any)

If the above listed forms are not submitted with the Bid by the Bid Due Time on the Bid Due Date, JEA may reject the Bid.

JEA also requires the following documents to be submitted prior to issuance of a JEA Purchase Order or Blanket Purchase Agreement. A Bid will not be rejected if these forms are not submitted at the Bid Due Time and Date. However, failure to submit these documents prior to awarding work could result in Bid rejection.

- o Conflict of Interest Certificate Form
- o Insurance Certificate
- o W-9
- o Evidence of active registration with the State of Florida Division of Corporations ([www.sunbiz.org](http://www.sunbiz.org))

Any technical submittals as required by the Technical Specifications.

## **2.5. SAFETY QUALIFICATION REQUIREMENTS (RFQ)**

Bidder shall be approved as JEA Safety Qualified within ten (10) business days of receiving written notice from the JEA Bid Office that it is the lowest responsive and responsible Bidder. If the Bidder fails to obtain JEA approval as a JEA Safety Qualified company by 4:00 PM Eastern Time on the 10<sup>th</sup> business day, JEA may reject the company's Bid, and proceed to Award to the next lowest responsive and responsible Bidder.

JEA Safety Qualification information is available online at [jea.com](http://jea.com). Please note that it may take up to five (5) business days for a company to be approved as JEA Safety Qualified. It is the Bidder's responsibility to ensure it is JEA Safety Qualified. A list of the JEA's Safety Qualified vendors can be found on [jea.com](http://jea.com). For additional information, contact Jerry Fulop at (904) 665-5810.

## **2.6. OPTIONAL USE OF JACKSONVILLE SMALL AND EMERGING BUSINESS (JSEB) PROGRAM**

It is at the Company's option as to whether it chooses to subcontract to a JSEB firm. JEA encourages the use of JSEB qualified firms; however, the Company is not required to utilize JSEB firms to be awarded this Contract. JSEB firms that qualify for this Contract are only those shown on the current City of Jacksonville JSEB directory appearing at [www.COJ.net](http://www.COJ.net). Certification of JSEB firms must come from the City of Jacksonville. No other agency or organization is recognized for purposes of this Contract.

In no case shall the Company make changes to the JSEB firms listed in its Bid, revise the JSEB Scope of Work or amount of Work as stated in its Bid without prior written notice to the JEA Contract Administrator, and without subsequent receipt of written approval for the JEA Contract Administrator.

Any subcontractors of Company shall procure and maintain the insurance required of Company hereunder during the life of the subcontracts. Subcontractors' insurance may either be by separate coverage or by endorsement under insurance provided by Company. Note: Any JSEB firms identified by Bidders for this Solicitation are considered "Subcontractors" under the direct supervision of the Prime or General Contractor (herein referred to as Company in this Solicitation). Companies should show good faith efforts in providing assistance to JSEB firms in the securing of Subcontractors' insurance requirements stated in this section. Company shall submit subcontractors' Certificates of Insurance to JEA prior to allowing subcontractors to perform Work on JEA's job sites.

All questions and correspondence concerning the JSEB program shall be addressed to: Rita Scott, JSEB Manager, JEA, [scotrl@jea.com](mailto:scotrl@jea.com).

## **2.7. TIME**

In computing any period of time prescribed or allowed by this solicitation, the day of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday, or JEA holiday, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday, or JEA holiday.

## **2.8. SUNSHINE LAW**

### **General**

Article I, Section 24, Florida Constitution, guarantees every person access to all public records and Chapter 119, Florida Statutes, provide a broad definition of public records. JEA is a body politic and corporate and subject to

these laws and related statutes ("Florida's Public Records Laws"). All responses and documents associated to this Solicitation are public records and available for public inspection unless specifically exempt by law.

**IF A BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**JEA  
Attn: Public Records  
21 West Church Street  
Jacksonville, Florida 32202  
Ph: 904-665-8606  
publicrecords@jea.com**

**Redacted Submissions**

If a Bidder believes that any portion of the documents, data or records submitted in response to this Solicitation are exempt from Florida's Public Records Law, Bidder must (1) clearly segregate and mark the specific sections of the document, data or records as "Confidential," (2) cite the specific Florida Statute or other legal authority for the asserted exemption, and (3) provide JEA with a separate redacted copy of its response (the "Redacted Copy"). The cover of the Redacted Copy shall contain JEA's title and number for this Solicitation and Bidder's name, and shall be clearly titled "Redacted Copy." Bidder should only redact those portions of records that Bidder claims are specifically exempt from disclosure under Florida's Public Records Laws. If Bidder fails to submit a redacted copy of information it claims is confidential, JEA is authorized to produce all documents, data and other records submitted to JEA in answer to a public records request for such information.

In the event of a request for public records to which documents that are marked as confidential are responsive, JEA will provide the Redacted Copy to the requestor. If a requestor asserts a right to any redacted information, JEA will notify Bidder that such an assertion has been made. It is Bidder's responsibility to respond to the requestor to assert that the information in question is exempt from disclosure under applicable law. If JEA becomes subject to a demand for discovery or disclosure of Bidder's redacted information under legal process, JEA shall give Bidder prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law.) Bidder shall be responsible for defending its determination that the redacted portions of its response are not subject to disclosure.

By submitting a response to this Solicitation, Bidder agrees to protect, defend and indemnify JEA from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, costs and expenses (including but not limited to reasonable attorney fees and costs) arising from or relating to Bidder's determination that the redacted portions of its response to this Solicitation are not subject to disclosure.

**3. GENERAL INSTRUCTIONS**

**3.1. ADDENDA (REQUEST FOR QUOTE)**

JEA may issue Addenda prior to the Bid Due date to revise, in whole or in part, or clarify the intent or requirements of the RFQ. The Bidder shall be responsible for ensuring it has received all Addenda prior to submitting its Bid and shall acknowledge receipt of all Addenda by indicating where requested on the Bid Form. JEA will post Addenda online at jea.com. Bidder will receive and email from the Buyer with any Addenda or Bidder may obtain Addenda from the JEA website.

All Addenda will become part of the RFQ and any resulting Contract Documents. It is the responsibility of each Company to ensure it has received and incorporated all Addenda into its Bid. Failure to acknowledge receipt of Addenda may be grounds for rejection of a bid.

### **3.2. UNABLE TO SUBMIT A BID FORM (RFQ)**

If you elect not to submit a Bid in response to this RFQ, please complete the Unable to Submit Bid Form, available for download at [jea.com](http://jea.com). Please email the completed Unable to Submit Bid Form to the JEA Buyer indicated in this RFQ. Do not return the entire RFQ package; simply return the Unable to Submit Bid Form.

### **3.3. ETHICS**

By signing the Bid Document, the Bidder certifies this Bid is made without any previous understanding, agreement or connection with any other person, firm, or corporation submitting a Bid for the same Work other than as a Subcontractor or supplier, and that this Bid is made without outside control, collusion, fraud, or other illegal or unethical actions. The Bidder shall comply with all JEA and City of Jacksonville ordinances, policies and procedures regarding business ethics.

The Bidder shall submit only one (1) Bid in response to this Solicitation. If JEA has reasonable cause to believe the Bidder has submitted more than one (1) Bid for the same Work, other than as a Subcontractor or subsupplier, JEA shall disqualify the Bid and may pursue debarment actions.

The Bidder shall disclose the name(s) of any public officials who have any financial position, directly or indirectly, with this Bid by completing and submitting the Conflict of Interest Certificate Form found at [jea.com](http://jea.com). Failure to fully complete and submit the Conflict of Interest Certificate may disqualify the Bid. If JEA has reason to believe that collusion exists among the Bidders, JEA shall reject any and all Bids from the suspected Bidders and will proceed to debar Bidder from future JEA Awards in accordance with the JEA Procurement Code.

JEA is prohibited by its Charter from awarding contracts to JEA officers or employees, or in which a JEA officer or employee has a financial interest. JEA shall reject any and all Bids from JEA officers or employees, as well as, any and all Bids in which a JEA officer or employee has a financial interest.

In accordance with Florida Statutes Sec. 287.133, JEA shall reject Bids from any persons or affiliates convicted of a public entity crime as listed on the Convicted Vendor list maintained by the Florida Department of Management Services. JEA shall not make an Award to any officer, director, executive, partner, shareholder, employee, member, or agent active in management of the Bidder listed on the Convicted Vendor list for any transaction exceeding \$35,000.00 for a period of thirty-six (36) months from the date of being placed on the Convicted Vendor list.

If the Bidder violates any requirement of this clause, the Bid may be rejected and JEA may debar offending companies and persons.

### **3.4. EX PARTE COMMUNICATION-RFQ**

Ex Parte Communication is defined as any inappropriate communication concerning a RFQ between a company submitting a Bid or Proposal and a JEA representative during the time in which the RFQ is being advertised through the time of Award. Examples of inappropriate communications include: private communications concerning the details of RFQ in which a company becomes privy to information not available to the other Bidders. Social contact between companies and JEA Representatives should be kept to an absolute minimum during the RFQ process.

**Ex Parte Communication is strictly prohibited.** Failure to adhere to this policy will disqualify the noncompliant company's Response. Any questions or clarifications concerning a RFQ must be sent in writing via email to the JEA Buyer at least five (5) business days prior to the opening date. If determined by JEA, that a question should be answered or an issue clarified, JEA will issue an addendum to all companies.

### **3.5. START OF WORK**

If Bidder fails to act on a JEA issued Blanket Purchase Agreement, Purchase Order or Contract, JEA may cancel the Award with no further liability to the Company, retain the bid security or bond (if applicable), and Award to the next-ranked Company.

## **4. CONTRACT TERMS AND CONDITIONS**

### **4.1. DEFINITIONS**

#### **4.1.1. ACCEPTANCE**

JEA's written notice by the Contract Administrator to the Company that all Work as specified in the Contract, or a portion of the Work as specified in a Task or Work Order, has been completed to JEA's satisfaction. Approval or recognition of the Company meeting a Milestone or interim step does not constitute Acceptance of that portion of Work. Acceptance does not in any way limit JEA's rights under the Contract or applicable laws, rules and regulations.

#### **4.1.2. AWARD**

The written approval of the JEA Awards Committee that the procurement process for the purchase of the Work was in accordance with the JEA Procurement Code and Florida Statutes. Once an Award is approved, JEA will either issue a Purchase Order or execute a Contract with the successful bidder or proposer.

#### **4.1.3. BIDDER-RFQ**

The respondent to this RFQ.

#### **4.1.4. PURCHASE ORDER (PO)**

A commercial document issued by JEA, authorizing work, indicating types, quantities, and agreed prices for products or services the Company will provide to JEA. Sending a PO to a Company constitutes a legal offer to buy products or services. The words "Purchase Order" are clearly marked across the top, a PO number is used for reference and invoicing purposes, includes an authorized JEA signature, and states the dollar amount of the lawfully appropriated funds.

#### **4.1.5. FINAL COMPLETION**

The point in time after JEA makes the determination that the Work is completed and there is Acceptance by JEA, and the Company has fulfilled all requirements of the Contract Documents.

#### **4.1.6. SUBSTANTIAL COMPLETION (DEFINITION)**

The time when JEA determines that the Work (or a specified part thereof) is substantially complete, in accordance with the Contract Documents. Additionally, all work other than incidental corrective and incidental punch list work items shall be completed. Substantial Completion shall not have been achieved if all systems and parts are not functional, if utilities are not connected and operating normally, if all required regulatory permits and approvals have not been issued, or if all vehicular and pedestrian traffic routes affected by the Work have not been restored. The date of Substantial Completion shall be established in writing by JEA. Recognition of the Work as Substantially Complete, as evidenced by issuance of a Certificate of Substantial Completion, does not represent JEA's Acceptance of the Work.

### **4.2. PAYMENTS**

#### **4.2.1. PAYMENT METHOD – MONTHLY PAYMENTS**

The Company shall submit to JEA a monthly invoice for work performed during that month. The actual amount of the invoice may be from monthly Bid form line items, summed together to make the total monthly invoice.

#### **4.2.2. INVOICING AND PAYMENT TERMS**

Within sixty (60) days from completion of the Work, the Company shall submit all Invoices in accordance with the payment method agreed upon in these Contract Documents. Invoices shall be submitted to the following email address: ACCTPAYCUSTSRV@JEA.COM, or if the Company does not have email capability, it can email hard copies to: JEA Accounts Payable, P.O. Box 4910, Jacksonville, FL 32201-4910.

JEA will pay the Company the amount requested within thirty (30) calendar days after receipt of an Invoice from the Company subject to the provisions stated below.

JEA may reject any Invoice or Application for Payment within twenty (20) calendar days after receipt. JEA will return the Invoice or Application for Payment to the Company stating the reasons for rejection. Upon receipt of an acceptable revised Invoice or Application for Payment, JEA will pay the Company the revised amount within ten (10) days.

JEA may withhold payment if the Company is in violation of any conditions or terms of the Contract Documents.

In the case of early termination of the Contract, all payments made by JEA against the Contract Price prior to notice of termination shall be credited to the amount, if any, due the Company. If the parties determine that the sum of all previous payments and credits exceeds the sum due the Company, the Company shall refund the excess amount to JEA within ten (10) days of determination or written notice.

#### **4.3. WARRANTIES AND REPRESENTATIONS**

##### **4.3.1. WARRANTY**

The Company represents and warrants that it has the full corporate right, power and authority to enter into the Contract and to perform the Services, and that the performance of its obligations and duties hereunder does not and will not violate any Contract to which the Company is a party or by which it is otherwise bound.

The Company represents and warrants that it will conduct the Services in a manner and with sufficient labor, materials and equipment necessary to affect a diligent pursuance of the Services.

The Company represents and warrants that it has the responsibility and capacity to train and supervise its employees, Subcontractors and suppliers to ensure the Services complies with all safety requirements of the Contract Documents.

The Company represents and warrants that its employees and Subcontractors shall exercise the degree of skill and care required by customarily accepted good practices and procedures.

The Company warrants that all items provided under the Contract shall be in accordance with the requirements of this Contract and services shall be performed in a professional manner and with professional diligence and skill, consistent with the prevailing standards of the industry. The Company warrants that the Services will meet the service levels, functional and performance requirements defined in the Contract.

The Company warrants all Services for a period of one year following Acceptance of the Services. If any failure to meet the foregoing warranty appears within one year after Acceptance, the Company shall again perform the Services directly affected by such failure at the Company's sole expense.

#### **4.4. INSURANCE, INDEMNITY AND RISK OF LOSS**

##### **4.4.1. INDEMNIFICATION (JEA STANDARD)**

For ten dollars (\$10.00) acknowledged to be included and paid for in the contract price and other good and valuable considerations, the Company shall hold harmless and indemnify JEA against any claims, action, loss, damage, injury, liability, cost and expense of whatsoever kind or nature (including, but not by way of limitation, reasonable attorney's fees and court costs) arising out of injury (whether mental or corporeal) to persons, including death, or damage to property, arising out of or incidental to the negligence, recklessness or intentional wrongful misconduct of the Company and any person or entity used by Company in the performance of this Contract or Work performed thereunder. For purposes of this Indemnification, the term "JEA" shall mean JEA as a body politic and corporate and shall include its governing board, officers, employees, agents, successors and assigns. This indemnification shall survive the term of a Contract entered into pursuant to this solicitation, for events that occurred during the Contract set forth elsewhere in this Contract. It is the intent of the parties that this indemnification shall be in accord with Section 725.06(2), Florida Statutes.

#### 4.4.2. INSURANCE

##### INSURANCE REQUIREMENTS

Before starting and until acceptance of the Work by JEA, and without further limiting its liability under the Contract, Company shall procure and maintain at its sole expense, insurance of the types and in the minimum amounts stated below:

##### Workers' Compensation

Florida Statutory coverage and Employer's Liability (including appropriate Federal Acts); Insurance Limits: Statutory Limits (Workers' Compensation) \$500,000 each accident (Employer's Liability).

##### Commercial General Liability

Premises-Operations, Products-Completed Operations, Contractual Liability, Independent Contractors, Broad Form Property Damage, Explosion, Collapse and Underground, Hazards (XCU Coverage) as appropriate; Insurance Limits: \$1,000,000 annual aggregate for bodily injury and property damage, combined single limit.

##### Automobile Liability

All autos-owned, hired, or non-owned; Insurance Limits: \$1,000,000 each occurrence, combined single limit.

##### Excess or Umbrella Liability

**(This is additional coverage and limits above the following primary insurance: Employer's Liability, Commercial General Liability, and Automobile Liability);** Insurance Limits: \$3,000,000 each occurrence and annual aggregate.

Company's Commercial General Liability and Excess or Umbrella Liability policies shall be effective for two (2) years after Work is complete. The Indemnification provision provided herein is separate and is not limited by the type of insurance or insurance amounts stated above.

Company shall specify JEA as an additional insured for all coverage except Workers' Compensation and Employer's Liability. Such insurance shall be primary to any and all other insurance or self-insurance maintained by JEA. Company shall include a Waiver of Subrogation on all required insurance in favor of JEA, its board members, officers, employees, agents, successors and assigns.

Such insurance shall be written by a company or companies licensed to do business in the State of Florida and satisfactory to JEA. Prior to commencing any Work under this Contract, certificates evidencing the maintenance of the insurance shall be furnished to JEA for approval. Company's and its subcontractors' Certificates of Insurance shall be mailed to JEA (Attn: Procurement Services), Customer Care Center, 6<sup>th</sup> Floor, 21 West Church Street, Jacksonville, FL 32202-3139.

The insurance certificates shall provide that no material alteration or cancellation, including expiration and non-renewal, shall be effective until thirty (30) days after receipt of written notice by JEA.

Any subcontractors of Company shall procure and maintain the insurance required of Company hereunder during the life of the subcontracts. Subcontractors' insurance may be either by separate coverage or by endorsement under insurance provided by Company. Note: Any JSEB firms identified by Bidders for this Solicitation are considered "Subcontractors" under the direct supervision of the Prime or General Contractor (herein referred to as "Company"). Companies should show good faith efforts in providing assistance to JSEB firms in the securing of the Subcontractors' insurance requirements stated herein. Company shall submit subcontractors' certificates of insurance to JEA prior to allowing Subcontractors to perform Work on JEA's job sites.

#### 4.4.3. TITLE AND RISK OF LOSS

Ownership, risks of damage to or loss of the Work shall pass to JEA upon Acceptance. The Company shall assume all risk of loss or damage to the Work while items are in transit and/or in the Company's custody until such time that JEA issues written notice of Acceptance.

JEA's receipt or delivery of any equipment or other materials will not constitute JEA's Acceptance of the Work and will not constitute a waiver by JEA of any right, claim or remedy. In the event of loss or damage to the Work, the Company shall bear all costs associated with any loss or damage until Acceptance by JEA.

For equipment and materials removed from JEA sites or the Work locations for repairs, service or duplication, JEA will retain the title to equipment and materials removed.

#### **4.5. TERM AND TERMINATION**

##### **4.5.1. TERMINATION FOR CONVENIENCE**

JEA shall have the absolute right to terminate the Contract in whole or part, with or without cause, at any time after the Award effective date upon written notification of such termination.

In the event of termination for convenience, JEA will pay the Company for all disbursements and expenses that the Company has incurred, or has become obligated prior to receiving JEA's notice of termination.

Upon receipt of such notice of termination, the Company shall stop the performance of the Work hereunder except as may be necessary to carry out such termination and take any other action toward termination of the Work that JEA may reasonably request, including all reasonable efforts to provide for a prompt and efficient transition as directed by JEA.

JEA will have no liability to the Company for any cause whatsoever arising out of, or in connection with, termination including, but not limited to, lost profits, lost opportunities, resulting change in business condition, except as expressly stated within these Contract Documents.

##### **4.5.2. TERMINATION FOR DEFAULT**

JEA may give the Company written notice to discontinue all Work under the Contract in the event that:

- o The Company assigns or subcontracts the Work without prior written permission;
- o Any petition is filed or any proceeding is commenced by or against the Company for relief under any bankruptcy or insolvency laws;
- o A receiver is appointed for the Company's properties or the Company commits any act of insolvency (however evidenced);
- o The Company makes an assignment for the benefit of creditors;
- o The Company suspends the operation of a substantial portion of its business;
- o The Company suspends the whole or any part of the Work to the extent that it impacts the Company's ability to meet the Work schedule, or the Company abandons the whole or any part of the Work;
- o The Company, at any time, violates any of the conditions or provisions of the Contract Documents, or the Company fails to perform as specified in the Contract Documents, or the Company is not complying with the Contract Documents;
- o The Company attempts to willfully impose upon JEA items or workmanship that are, in JEA's sole opinion, defective or of unacceptable quality;
- o The Company breaches any of the representations or warranties;
- o The Company is determined, in JEA's sole opinion, to have misrepresented the utilization of funds or misappropriate property belonging to JEA; or
- o Any material change in the financial or business condition of the Company.

If within fifteen (15) days after service of such notice upon the Company an arrangement satisfactory to JEA has not been made by the Company for continuance of the Work, then JEA may declare Company to be in default of the Contract.

Once Company is declared to be in default, JEA will charge the expenses of completing the Work to the Company and will deduct such expenses from monies due, or which at any time thereafter may become due, to the Company. If such expenses are more than the sum that would otherwise have been payable under the Contract, then the Company shall pay the amount of such excess to JEA upon receipt of notice of the expenses from JEA. JEA shall

not be required to obtain the lowest price for completing the Work under the Contract, but may make such expenditures that, in its sole judgment, shall best accomplish such completion. JEA will, however, make reasonable efforts to mitigate the excess costs of completing the Work.

The Contract Documents shall in no way limit JEA's right to all remedies for nonperformance provided under law or in equity, except as specifically set forth herein. In the event of termination for nonperformance, the Company shall immediately surrender all Work records to JEA. In such a case, JEA may set off any money owed to the Company against any liabilities resulting from the Company's nonperformance.

JEA has no responsibility whatsoever to issue notices of any kind, including but not limited to deficient performance letters and scorecards, to the Company regarding its performance prior to default by Company for performance related issues.

JEA shall have no liability to the Company for termination costs arising out of the Contract, or any of the Company's subcontracts, as a result of termination for default.

#### **4.5.3. TERM OF CONTRACT - THROUGH COMPLETION OF WORK**

The Contract shall be in force through completion of all Work, Acceptance and final payment, including resolution of all disputes, claims, or suits, if any. Certain provisions of this Contract may extend past termination including, but not limited to, Warranty and Indemnification provisions.

This Contract, after the initial year, shall be contingent upon the existence of lawfully appropriated funds for each subsequent year of the Contract.

#### **4.6. MISCELLANEOUS PROVISIONS**

##### **4.6.1. AMENDMENTS**

This Contract may not be altered or amended except in writing, signed by JEA Chief Procurement Officer, or designee, and the Company Representative, or each of their duly authorized representatives.

##### **4.6.2. JEA ACCESS BADGES**

If the scope of work described in this Contract requires a Company to access JEA facilities, each Company employee shall apply for a JEA access badge through JEA's Security Department. An appointment to obtain a JEA access badge can be made by contacting JEA Security at [securitybadge@jea.com](mailto:securitybadge@jea.com). Finally, JEA does not allow Company employees to share JEA access badges. A Company whose employees are found to be sharing JEA access badges, will result in the Contract being terminated immediately for default. Additionally, JEA shall be notified within six (6) hours of a lost or stolen JEA security badge or when an employee leaves the Company. Report badge termination notifications to JEA Security at (904) 665-8200. The Company is responsible for any cost associated with background check of its employees. **The cost is approximately \$70 per background check.**

##### **4.6.3. ASSIGNING OF CONTRACT**

Each party agrees that it shall not assign, delegate, or otherwise dispose of the Contract, the duties to be performed under the Contract, or the monies to become due under the Contract without the other party's prior written consent.

The assignment of the Contract will not relieve either of the parties of any of its obligations until such obligations have been assumed in writing by the assignee. If the Contract is assigned by either of the parties, it will be binding upon and will inure to the benefit of the permitted assignee. The Company shall be liable for all acts and omissions of its assignee or its Subcontractor.

##### **4.6.4. NONEXCLUSIVE**

Notwithstanding anything contained herein that may appear to be the contrary, this Contract is "non-exclusive" and JEA reserves the right, in its sole discretion, to retain other companies to perform the Work, and/or JEA may self-perform the Work itself.

#### **4.6.5. APPLICABLE STATE LAW; VENUE; SEVERABILITY**

The rights, obligations and remedies of the parties as specified under the Contract will be interpreted and governed in all respects exclusively by the laws of the State of Florida without giving effect to the principles of conflicts of laws thereof. Should any provision of the Contract be determined by the courts to be illegal or in conflict with any law of the State of Florida, the validity of the remaining provisions will not be impaired. Litigation involving this Contract or any provision thereof shall take place in the State or Federal Courts located exclusively in Jacksonville, Duval County, Florida.

### **5. TECHNICAL SPECIFICATIONS/DETAILED SCOPE OF WORK**

#### **5.1. TECHNICAL SPECIFICATIONS (APPENDIX A)**

Detailed Technical Specifications can be found in Appendix A.

- 97048 Appendix A - Technical Specifications
- 97048 Appendix A - 33 01 30.12 Inspection of ARVs

### **6. FORMS**

#### **6.1. FORMS APPENDIX B )**

Forms required to be submitted with this solicitation are provided in Appendix B or can be obtained on the JEA website at [www.jea.com](http://www.jea.com).

### **7. SUPPLEMENTAL DOCUMENTS**

#### **7.1. SUPPLEMENTAL DOCUMENTS (APPENDIX C)**

The following supplemental documents can be found as Appendix C.

- 97048 Appendix C - ARV Inspection Data Collection Sheet for ARV
- 97048 Appendix C - Condition Assessment Scoring Criteria

**97048 APPENDIX A - TECHNICAL SPECIFICATIONS  
AIR RELEASE VALVES INSPECTION STUDY**

**SPECIAL CONDITION ITEM 900 SERIES (Creates a new item outside the scope of JEA Water and Sewer Standards)**

901. MEASUREMENT AND PAYMENT

- 901.1. This section supplements JEA Section 801 for Measurement and Payment. Specifically, this specification addresses additional pay items. In the case of contradictory information, this specification takes precedence over Section 801.
- 901.2. Payment for Air Release Valves (ARVs) Inspection shall be at the per each unit price set forth in the Contract Documents and shall be full compensation for the item of work, complete, including all planning, labor, best management practices (BMPs), materials, tools, supplies, equipment and incidentals to inspect a single ARV, including all required permitting and traffic control. No payment shall be issued under this item for identification of offset ARVs.
- 901.3. Payment for Bridge Inspection Bucket Truck, shall be at the per day unit price set forth in the Contract Documents and shall be full compensation for the item of work, complete, including setup, operation, and removal of the bucket truck to inspect ARVs on bridges; and furnishing all material, labor, tools and equipment; and all incidental and related work, including permitting and traffic control, to complete the item.
- 901.4. Technical Specifications  
See attached specifications:  
Section 33 01 30.12 - Inspection of ARVs

**SECTION 33 01 30.16**  
**INSPECTION OF AIR RELEASE VALVES**

**PART 1 - GENERAL**

**1. GENERAL**

The following supplemental specifications are intended to address the requirements and processes for inspection of combination air release and vacuum valves (ARV) for sanitary sewer force mains.

a. Definitions

- i. OWNER: JEA
- ii. CONTRACTOR: Inspection services provider for field assessments of combination air release and vacuum valves for sanitary sewer systems for OWNER.
- iii. ARV: Air Release Valve - Device having features consistent with a combination air release and vacuum valve for sanitary sewer municipal systems.
- iv. Offset ARV: A Structure where the ARV Device and access structure housing the ARV is not located directly above the force main the ARV is servicing.
- v. QUALIFIED INSPECTOR: Inspections are to be provided by a National Association of Sewer Service Companies (NASSCO) Manhole Assessment Certification Program (MACP) certified person with intimate knowledge and experience with large diameter pressurized wastewater collection systems and as approved by OWNER.
- vi. Not-to-Exceed: The CONTRACT shall not exceed the total Bid Workbook Price.

b. References

This section supplements JEA Wastewater Standards. In the case of contradictory information, this specification takes precedence over JEA Wastewater Standards, located on JEA.com

[https://www.jea.com/Engineering\\_and\\_Construction/Water\\_and\\_Wastewater\\_Standards/](https://www.jea.com/Engineering_and_Construction/Water_and_Wastewater_Standards/)

**PART 3 - EXECUTION**

**2. SCOPE**

The purpose of this program is to support the JEA ARV Rehabilitation and Replacement Program by exposing and inspecting existing ARV force main connections, isolation valves and ARVs for evidence of leaks, defects or corrosion of existing ARV, isolation valve, saddle/sleeve connection, pipe material, and manhole/vault. These inspections will identify defects in the ARV system that will be scheduled for repair or replacement to help ensure the longevity and efficiency of their ARVs on the pressurized sewer system.

The scope of work includes the physical inspection of a subset of the approximately one thousand seven hundred (1,700) existing ARVs installed on sanitary sewer force mains. The ARVs to be inspected are denoted in the Contract Drawings. The work shall be scheduled and performed in phases. Phase 1 is scheduled to be completed in JEA fiscal year (FY) 2019, which starts October 1, 2018 and ends September 30, 2019. Inspections for Phase 1 work will prioritize larger diameter force mains. Maps of the ARV inspection locations are provided for reference in Exhibit A. CONTRACTOR shall complete inspection services for Phase 1 within one hundred and twenty (120) days from notice-to-proceed (NTP). The vast majority of ARVs are located in concrete vaults primarily consisting of

precast manhole risers or rectangular structures, which extend vertically from the force main to ground level or above. Access into the vault is through a standard manhole lid or hinged access hatch. Occasionally ARVs may be located on aerial force mains attached to bridges or installed on wooden piles over waterways.

CONTRACTOR shall provide:

- Excavation inside of ARV manholes, to a depth of one-third of the force main diameter, adequate to expose the tapping saddle; excavated material shall be disposed of properly
- Backfilling with silica sand (as specified in Section 902 of FDOT Standard Specifications for Road and Bridge) to the bottom of the lowest isolation valve
- Inspection services, field assessment, data collection and reporting services of ARVs
- All ancillary services, equipment and materials to complete this work including planning, permits, and traffic control

CONTRACTOR shall develop an organized, systematic approach for inspecting each existing ARV and its connection to a pressurized force main. Prior to the field assessment, the CONTRACTOR will review OWNER's geographical information system (GIS) Geodatabase data and existing PDF record drawings and develop plans for the field inspection and assessment work. It is the responsibility of the CONTRACTOR to confirm locations of all ARVs. It is the intention of this program to expose the existing force main connection in such a way that a competent, QUALIFIED INSPECTOR can clearly see if any defects or ambiguities exist in the piping, ARV, isolation valve or connected appurtenances. Minimum excavation shall be one-third of the force main diameter. All collected data shall be recorded electronically in the field by the CONTRACTOR in a database format, updated daily and submitted weekly to OWNER for review.

The following tasks associated with this project shall be provided by the CONTRACTOR and include, but are not limited to:

- Task 1 – Pre-Field Work Planning: Review of available field data to develop a logical and comprehensive schedule for inspections of existing ARVs in coordination and with approval of OWNER. The inspection areas will be prioritized as determined by OWNER. The CONTRACTOR's efforts will include, but are not limited to, planning for traffic control, access to secured areas, confined space entry, and emergency response planning. Permits (if needed) will be coordinated with OWNER. Plan and schedule for inspection shall be submitted for review a minimum of two weeks prior to scheduled start of field work. This submittal shall also include the computer tablets proposed for use so that they may be setup and confirmed operational. All costs associated with this activity are to be incorporated into the various unit price line items as described in Section 4 (MEASUREMENT AND PAYMENT)
- Task 2 – Field Assessment and Backfilling – The work shall include exposing the force main and saddle, inspection, and backfilling of the manhole.
  - If an ARV shown on the Plans as scheduled for inspection is identified as an offset ARV, inspection will not proceed. At the discretion of the OWNER, Inspection of any such ARVs encountered will be replaced with Inspection of a similar adjacent ARV, at a location identified by the OWNER. Up to 10% of ARVs are expected to meet this condition.
- Task 3 – Data Collection and Daily Reporting –The CONTRACTOR shall furnish electronic field-data collection equipment (i.e. computer tablet) for each QUALIFIED INSPECTOR to collect, store, and upload data formatted in a template approved by the

OWNER. The data shall be uploaded and saved daily to the online project database provided by the OWNER. The data collection shall be divided into four sections: ARV and isolation valve, force main connection and appurtenances, manhole/vault, and site. The intent is to collect all data at each location concurrently. The data collection, upload and deliverable shall include, but is not limited to:

- Initial hydrogen sulfide monitoring: The monitoring result shall be taken according to manufacturer's directions and within one (1) minute after cover is removed. The hydrogen sulfide monitoring equipment shall have a manufacturer's guaranteed measurement from zero to one-hundred (0 – 100) parts per million (ppm) range accuracy of +/- 1 ppm or +/- 10% of reading, whichever is higher.
- Condition of assets based on descriptions provided in Exhibit B
- Digital photographs to include.
  - Pictures of existing site surroundings (top of enclosure in bottom of frame looking N, E, S, and W)
  - Picture looking down into enclosure as initially found in field; the enclosure should be sufficiently lit to adequately capture ARV and Appurtenances
  - Picture looking down into enclosure after cleanout; the enclosure should be sufficiently lit to adequately capture ARV and Appurtenances
  - Picture(s) of side view of ARV and Appurtenances (show corrosion if present)
  - Pictures for all items with a Condition Rating of 3 or higher.
- CONTRACTOR shall furnish field data collection equipment (i.e. computer tablet) that will be synced daily. Equipment shall comply with the following requirements:
  - Connected to internet via Wi-Fi or cell phone network.
  - Minimum storage space of sixty-four (64) gigabytes.
  - Camera capable of taking digital photos.

The CONTRACTOR shall be responsible for completing all inspections within the allotted contract time. If additional crews are required to meet the contract schedule, the CONTRACTOR shall schedule and coordinate these activities such that the established priority areas are completed in sequential order.

As part of this solicitation the Contractor shall refer to the following documents included herein:

- 97048 Appendix C - Condition Assessment Scoring Criteria
- 97048 Appendix C - ARV Inspection Data Collection Sheet for ARV

### **3. MINIMUM QUALIFICATIONS**

CONTRACTOR shall provide a QUALIFIED INSPECTOR with a minimum of five (5) years of experience in water and wastewater construction and inspection and must be NASSCO MACP certified. Qualifications must be submitted in writing to OWNER for review and approval a minimum of three weeks before scheduled inspections and must include at least three (3) references.

Appendix B - Bid Form  
97048 - Air Release Valves Inspection Study

Submit a scanned signed copy of this document to kinggd@jea.com

Company Name: \_\_\_\_\_

Company's Address \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX No: \_\_\_\_\_ Email Address: \_\_\_\_\_

License Number: \_\_\_\_\_

**BID SECURITY REQUIREMENTS**

- ☒ None required  
☐ Certified Check or Bond - Five Percent (5%)

**TERM OF CONTRACT**

- ☐ One Time Purchase  
☐ Annual Requirements  
☒ Other, Specify - Project Completion

**SAMPLE REQUIREMENTS**

- ☒ None required  
☐ Samples required prior to Bid Opening  
☐ Samples may be required subsequent to Bid Opening

**SECTION 255.05, FLORIDA STATUTES CONTRACT BOND**

- ☒ None required  
☐ Bond required 100% of Bid Award

**QUANTITIES**

- ☐ Quantities indicated are exacting  
☒ Quantities indicated reflect the approximate quantities to be purchased Throughout the Contract period and are subject to fluctuation in accordance with actual requirements.

**INSURANCE REQUIREMENTS**

**Insurance required**

**PAYMENT DISCOUNTS**

- ☐ 1% 20, net 30  
☐ 2% 10, net 30  
☐ Other \_\_\_\_\_  
☐ None Offered

**ENTER YOUR BID FOR RFQ 97048**

**TOTAL BID PRICE**

**Total Bid Price For The Project  
(enter total from cell G6 in the Bid Workbook)**

**\$**

☐ **I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public "as-is".**

**BIDDER'S CERTIFICATION**

By submitting this Bid, the Bidder certifies that it has read and reviewed all of the documents pertaining to this Solicitation, that the person signing below is an authorized representative of the Bidder's Company, that the Company is legally authorized to do business in the State of Florida, and that the Company maintains in active status an appropriate contractor's license for the work (if applicable). The Bidder also certifies that it complies with all sections (including but not limited to Conflict Of Interest and Ethics) of this Solicitation, and that the Bidder is an authorized distributor or manufacturer of the equipment that meets the Technical Specifications stated herein.

We have received addenda

\_\_\_\_\_ Handwritten Signature of Authorized Officer of Company or Agent

\_\_\_\_\_ Date

\_\_\_\_\_ through \_\_\_\_\_

\_\_\_\_\_ Printed Name and Title

Appendix B - Minimum Qualifications Form  
97048 - Air Release Valves Inspection Study

**THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED BIDDER BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION.**

**THE BIDDER MUST COMPLETE THE BIDDER INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE BIDDER MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.**

**BIDDER INFORMATION**

COMPANY NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PRINT NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

**MINIMUM QUALIFICATIONS:**

Bidder shall have the following Minimum Qualifications to be considered eligible to submit a Bid in response to this Solicitation.

- CONTRACTOR shall provide a QUALIFIED INSPECTOR with a minimum of five (5) years of experience in water and wastewater construction and inspection and must be a National Association of Sewer Service Companies (NASSCO) Manhole Assessment and Certification Program (MACP) certified. Qualifications must be submitted in writing to JEA for review and approval a minimum of three weeks before scheduled inspections and must include at least three (3) references.

It is the responsibility of the Bidder to ensure and certify that it meets the Minimum Qualifications stated above. A Bidder not meeting all of the following criteria will have their Bid rejected.





3. Reference Name\_\_\_\_\_

Reference Phone Number \_\_\_\_\_

Reference E-Mail Address\_\_\_\_\_

Contract Duration/Amount \_\_\_\_\_

Description of Project \_\_\_\_\_

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**Exhibit B**  
**Fields to be Collected in Electronic Data System**

Note:

MOC = Material of Construction

In the event an asset has a condition grade  $\geq$  "3", a photograph is required for verification. A "Y/N" field is included to facilitate comprehensive data collection. Data deliverables will be approved based on quality and completeness of data.

Inspection Field Name	Entry Description	Note
Date Inspected	Date of Inspection	
Inspected By	Initials of onsite Inspection Lead	
Field Located	Contractor located (could see location in field) ARV or ARV enclosure in field	
Cross Streets	Closest cross street description	
Accessible	Contractor had full access to ARV/enclosure (no gate, no obstructions)	
Obstruction Type	If not accessible, obstruction description	
Access Type	Existing site location description	
Access Type 2	Dependent on "Access Description", further descriptor of existing site conditions	
ARV GPS N	GPS coordinate of top-center of ARV collected in field with submeter accuracy	
ARV GPS W	GPS coordinate of top-center of ARV collected in field with submeter accuracy	
Enclosure Cover: Diameter/Length (in)	Manhole/vault cover measured at widest point from edge to edge of rim	
Enclosure Cover: Width if appl. (in)	Manhole/vault cover measured along smaller side, if not circular, point from edge to edge of rim	
Enclosure Cover: MOC	Enclosure Cover Material of Construction	
Enclosure Cover: Condition (1 Good, 5 Severe)	Indicates condition grade of enclosure cover	Based on predefined condition grade
Enclosure Cover: If Condition $\geq$ 3, Picture (Y/N)		
Enclosure: Depth of water inside (in)	Measured depth of water inside enclosure. at time of inspection, "0" indicates no water present	
Enclosure: Top of pipe visible inside (after dewatering and cleanout)? (Yes/No)		
Enclosure: Plan View Max Length (in)	Widest measured distance inside at base of enclosure	
Enclosure: Plan View Max Width	Shortest measured side inside at base of enclosure	
Enclosure: Depth/Height, (Rim to Top of pipe/Bottom of Enclosure, or Height of Aboveground) (in)	If below ground enclosure, distance from enclosure cover rim and top of force main pipe (or enclosure floor). If above ground enclosure, measured from grade to top of enclosure	
Enclosure: Condition (1 Good, 5 Severe)	Indicates condition grade of enclosure visible from inside below ground installations (manhole/vault) and visible from the inside and outside of aboveground enclosure. N/A indicates no	Based on predefined condition grade descriptions (MACP)

**Exhibit B**  
**Fields to be Collected in Electronic Data System**

Enclosure: If Condition $\geq 3$ , Estimated Amt. of Concrete in	If enclosure rehab is feasible, the estimated area of concrete surface damage	
Enclosure: If Condition $\geq 3$ , Estimated Amt. of Coating in	If enclosure rehab is feasible, the estimated area liner that would need to be replaced	
ARV: Manuf	Existing ARV manufacturer	
ARV: Model	Existing ARV model	
ARV: Inlet Size (in)	Existing ARV inlet size	
ARV: Body Material	Existing ARV Body Material of Construction	
ARV: Condition (1=Good, 5=Severe Condition)	Indicates condition grade of ARV.	Based on predefined condition grade
ARV working properly? (Yes/No)	Yes indicates ARV was observed to be operating as intended (air release/intake observed), No indicates ARV was clearly observed to be clogged or inoperable, Unknown indicates the functionality was not able to be verified	Based on predefined (simple) SOP for assessing functionality in field
ARV Leaking or Evidence of Leaking? (Yes/No)	Yes indicates clear evidence of ARV leaking or clear evidence of history of leaks, No indicates inspection showed no indication of leaking, Unknown indicates site conditions made it difficult to tell if leaks had occurred (i.e. submerged in water)	Based on predefined (simple) SOP for assessing leak evidence in field
Iso-valve: Manuf/Model		
Iso-valve: Size (in)		
Iso-valve: Type	Ball Plug Gate	
Iso-valve: Open/Close? (O, C, Y)	O= Stuck Open C = Stuck Close Y = Yes, functioning	
Iso-valve: Condition (1=Good, 5=Severe)		
Iso-valve: If Condition $\geq 3$ , Picture (Y/N)?		
Iso-valve_2: Manuf/Model		In the event there is an iso-valve directly below the ARV and a second iso-valve at the force main connection, the valve at the main will be referred
Iso-valve_2: Size (in)		
Iso-valve_2: Type	Ball Plug Gate	
Iso-valve_2: Open/Close? (O, C, Y)	O= Stuck Open C = Stuck Close Y = Yes, functioning	
Iso-valve_2: Condition (1=Good, 5=Severe)		
Iso-valve_2: If Condition $\geq 3$ , Picture (Y/N)?		

**Exhibit B**  
**Fields to be Collected in Electronic Data System**

Pipe support: Condition (1=Good, 5=Severe)	"N/A" if doesn't exist.	
Pipe support: If Condition $\geq 3$ , Picture (Y/N)?		
Connection Pipe: MOC		
Connection Pipe: Size		
Connection Pipe: Condition (1=Good, 5=Severe)		
Connection Pipe: If Condition $\geq 3$ , Picture (Y/N)?		
Saddle/Sleeve: Manuf/Model		
Saddle/Sleeve: Inlet Size (in)		
Saddle/Sleeve: MOC		
Saddle/Sleeve: Condition (1=Good, 5=Severe)		
Saddle/Sleeve: If Condition $\geq 3$ , Picture (Y/N)?		
Force main: MOC		
Force main: Size (in)		
Force main: Exposed length (in)		
Force main: Exposed circumference (in)		
Force main: Condition (1=Good, 5=Severe)		
Force main: If Condition $\geq 3$ , Picture (Y/N)?		
Pictures of Existing site surroundings (Top of Enclosure in bottom of frame looking N, E, S, and W) (Yes/No)	Affirmation that Contractor provided pictures of existing ARV location with ARV clearly marked in picture, cover on, and positioned in bottom of frame. The frame should be positioned so that the horizon is approximately 1/3 from bottom of frame directed due north, east, south, and west. Every effort should be made to include utility locates or overhead utilities of	
Picture looking down into enclosure w/ light/flash as found in field	Affirmation that Contractor provided picture of existing ARV location, as found, view from above with enclosure cover removed and flash/lighted so that inside of enclosure with ARV and bottom of enclosure is visible.	
Picture looking down into enclosure w/ light/flash after cleanout	Affirmation that Contractor provided picture of existing ARV location, after cleanout, same view as pre-cleanout, from above with flash/lighted so that inside of enclosure with ARV and bottom of enclosure is visible.	

**Exhibit B**

**Fields to be Collected in Electronic Data System**

Picture(s) of side view of ARV and Appurtanences (show corrosion if present)	Affirmation that Contractor provided picture of sideview of ARV and appurtances, which includes visible corrosion and evidence of leakage if applicable.	
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**Exhibit A**  
**ARV Condition Assessment Scoring Guidelines**

<b>Condition Scoring</b>	<b>Description</b>
1 – Excellent	Fully operable, well maintained and consistent with current standards. Little wear shown and no further action required.
2 – Good	Sound and well maintained but may be showing slight signs of early wear. Delivering full efficiency with little or no performance deterioration. Only minor renewal or rehabilitation may be needed in the near term.
3 – Moderate	Functionally sound and acceptable and showing normal signs of wear. May have minor failures or diminished efficiency and with some performance deterioration or increase in maintenance cost. Moderate renewal or rehabilitation needed in the near term.
4 – Poor	Functions but requires a high level of maintenance to remain operational. Shows abnormal wear and is likely to cause significant performance deterioration in the near term.  Replacement or major rehabilitation needed in the near term.
5 – Very Poor	Effective life exceeded and/or excessive maintenance cost incurred. A high risk of breakdown or imminent failure with serious impact on performance. No additional life expectancy, with immediate replacement needed.