

APPENDIX A - TECHNICAL SPECIFICATIONS
ITN 130-18 BACKFLOW PREVENTER INSTALLATION, MAINTENANCE, AND REPAIR

SCOPE OF WORK

This contract is executed between JEA and the Contractor. Services include, but are not limited: annual testing, repairing and replacing, as needed, all JEA-owned backflow preventers as designated by the JEA Contract Administrator. The attached **Appendix B - Response Workbook** represents estimated one-year quantities and is to be used as a guideline and not a guarantee of work. The work will be scheduled on an as-needed basis. JEA may take action to perform work in house and, thereby, reduce Contractor workload. These specifications are not intended to supersede Federal, State, or local regulations to which the Contractor must comply. Nor are they intended to supersede or contradict content in the contract documents between JEA and the Contractor.

PART 1 GENERAL

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PART 1 GENERAL

1.1 DEFINITIONS

AWWA	American Water Works Association.
AWWA #M14	Manual of Water Supply Practices.
JEA CONTRACT ADMINISTRATOR	JEA-employed personnel qualified to carry out project oversight. Represents JEA Contract Administrator or his/her appointed designee.
JEA STANDARDS	JEA Standards are identified on JEA's public website: https://www.jea.com/Engineering and Construction/Facilities/ . Includes JEA Facilities Standards Manual, JEA Electric Rules and Regulations, JEA Electric Standards, and JEA Water and Wastewater Standard Manual.
NERC	North American Electric Reliability Corporation.

1.2 SUBMITTALS

Contractor shall deliver the following submittal items in a timely manner to the JEA Contract Administrator for approval.

SUBMITTAL 01 – *FACILITIES BACKFLOW MASTER LIST*

The Contractor shall record inspections as shown in Appendix C – Facilities Backflow Master List.

SUBMITTAL 02 – *TESTING RESULTS*

The Contractor shall submit testing results per report as shown in **Appendix C – Backflow Preventer Test Report**.

SUBMITTAL 03 – *PHOTOGRAPHS OF COMPLETION*

When required by the JEA Contract Administrator, the Contractor shall submit photographic documentation of completed work in accordance with this technical specification.

SUBMITTAL 05 - *INVOICING DOCUMENTS*

Following the completion of work, the Contractor shall submit invoicing documents in accordance with this technical specification.

1.3 QUALIFICATIONS

- 1.3.1 All inspections and certifications shall be completed by a certified backflow prevention device technician.
- 1.3.2 The term certified backflow prevention device technician, means a person who is certified to make competent test or to repair, overhaul, replace and make reports on a backflow prevention device and shall be conversant with applicable laws, rules and regulations. They shall have attended and successfully completed an AWWA Training Institute coordinated certification institute for backflow device testers or equal or other JEA accepted program.
- 1.3.3 All repair and installations must be completed by a licensed plumber.

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- 1.3.4 Contractor shall possess applicable licenses and permits to perform work at the Federal, State, and local levels. Contractor shall also possess a valid business license in the required municipality.
- 1.3.5 Contractor shall meet all minimum qualifications as identified in JEA solicitation documents.
- 1.3.6 Prior to using a Subcontractor, the Contractor shall obtain written agreement of approval for Subcontracting from the JEA Contract Administrator.

1.4 QUALITY ASSURANCE

- 1.4.1 Contractor shall ensure that all work is to JEA standards. It is the contractor's responsibility to review JEA standards for applicable work. Contractor shall be aware of all JEA Standards that apply to the tasks executed by the Contractor. Standards are available to the public on JEA's website: https://www.jea.com/Engineering_and_Construction/Facilities/.
- 1.4.2 On all installations and repairs, the Contractor shall confirm that the installation and/or repairs comply with accepted practice as specified in the most update versions of the Florida Building Code. The Contractor shall apply all applicable ASTM standards.
- 1.4.3 Work that does not conform to expected levels of craftsmanship or the specifications shall be redone at Contractor's expense.
- 1.4.4 The Contractor shall be in possession of valid licensing and certification as identified in minimum qualifications. Any worker employed by the Contractor, who exhibits inadequate experience and knowledge or is incapable in his/her field, shall be removed from the work site at the discretion of the JEA Contract Administrator.
- 1.4.5 JEA reserves the right to add/delete quantities, as required. Pricing for added quantities will be set at the current bid price. JEA may take action to perform work in house and, thereby, reduce contractor workload.
- 1.4.6 The Contractor shall submit invoicing documents annotated on the contractor's letterhead. The Contractor shall submit an excel file with a detailed list of locations and work performed.
- 1.4.7 The invoice (containing company name and address) shall include JEA purchase order. The Contractor shall include the following information on the invoice: date, location, description of service provided, amount payable, JSEB forms (if applicable), and detailed unit cost for parts and labor including manufacturer's parts number, unit and quantity. JEA will not provide payment for deficient invoices that do not contain required information. Contractor shall ensure that unit prices and unit counts must be indicated on the invoice, as well as parts number, product, and labor description.
- 1.4.8 The contractor shall supply pricing on quoted and invoiced documents. Contractor's invoiced pricing must agree with the contract bid pricing established in the agreement between the Contractor and JEA.
- 1.4.9 The administrative cost, profit, travel time, and other indirect contractor costs will not be permitted as separate billable costs. These costs must be included in the bid price provided by the Contractor in the **Appendix B - Response Workbook**.
- 1.4.10 JEA Contract Administrators will evaluate vendor performance through a Vendor Performance Scorecard. In the event of a deficiency, JEA will coordinate mandatory vendor conference and take any other steps required to resolve the performance deficiency. Failure to resolve the deficiency may result in termination of this agreement.

1.5 DELIVERY, STORAGE, AND HANDLING

- 1.5.1 The Contractor must dispose of all waste generated as a result of the contract at an officially permitted location. Any fees and/or charges associated with this disposal should be included in bid price of work. JEA will not pay additional charges/fees for waste disposal.

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- 1.5.2 The Contractor shall prevent access by the public to materials, tools, and equipment during the course of the work.

1.6 SAFETY

- 1.6.1 The Contractor shall become JEA Safety Qualified prior to beginning actual work at JEA. All employees of the Contractor, including Project Managers, who perform work on JEA property, shall be JEA Safety Qualified. Supervisors may be required to have additional training. Site specific training may be required to work at certain job sites (i.e.: substations). Contractor is responsible for ensuring ALL personnel have received the appropriate training prior to beginning work.
- 1.6.2 The Contractor shall familiarize all workers with all fire and safety regulations recommended by OSHA and other industry or local governmental groups at the Federal, State, and local levels.
- 1.6.3 Contractor shall maintain a safe work environment at all times.
- 1.6.4 The Contractor shall furnish JEA with material safety data sheets on all chemical products utilized.
- 1.6.5 The Contractor shall also adhere to current JEA Safety and Training regulations at all times.
- 1.6.6 Contract workers are required to wear proper Personal Protective Equipment (PPE). PPE minimums include safety footwear with steel toes, hard hat and safety glasses. Hearing protection is required while operating machinery or equipment (including saws). Ripped jeans, shorts, tennis shoes, sleeveless shirts, and shirts with offensive logos or messages are not permitted.
- 1.6.7 The Contractor shall keep the work area free from accumulation of waste materials or rubbish.
- 1.6.8 The nature of work (cutting, sanding and general work) to be performed may produce heat, smoke, steam, dust or vapors, which may result in the activation of an alarm. To avoid Contractor caused alarms, the Contractor shall notify the JEA Contract Administrator, whom will issue a hot work permit (permit valid for one (1) day only) before any procedure. After such procedures are concluded, Contractor shall notify the JEA Contract Administrator who will inspect, and re-arm the alarm system.
- 1.6.9 If the Contractor's negligence results in a release of a Clean Agent (i.e. FM 200), the Contractor shall be responsible for all costs incurred to refill and restore the fire suppression system.

1.7 SECURITY

- 1.7.1 A JEA issued security badge shall be visible at all times while on JEA property. Background checks and mandatory training may be required (during work hours) for entry to North American Electric Reliability Corporation (NERC) regulated spaces.
- 1.7.2 JEA issued security badges will become deactivated after 90 days of non-activity. It is the Contractor's responsibility to ensure all employees have active badges prior to commencement of work.
- 1.7.3 Contractors shall check in and check out with the JEA Contract Administrator daily.
- 1.7.4 Contractor shall wear uniforms/t-shirts displaying company logo whenever working for JEA.
- 1.7.5 The Contractor shall ensure subcontracted employees obtain background checks, training, and active badge status prior to the start of work.

1.8 ENVIRONMENTAL REQUIREMENTS

- 1.8.1 The Contractor shall conform to environmental regulations of public agencies, including local, state and Federal jurisdiction.

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- 1.8.2 Contractor shall be accountable for timely clean-up and remediation associated with any contaminant spills, accidental or otherwise, including, but not limited to diesel fuel, gasoline, lubricants, and cleaning fluids, etc.

1.9 WARRANTY

- 1.9.1 Upon successful completion of work, the Contractor shall extend the manufacturer warranty on all parts to JEA.
- 1.9.2 The Contractor shall warrant workmanship for one (1) calendar year from the substantial completion date.

PART 2 PRODUCTS

2.1 APPROVAL

- 2.1.1 JEA Contract Administrator shall approve all parts and products prior to use by the Contractor.
- 2.1.2 Unless already installed, a Dole freeze protection valve will be installed on each replacement Backflow Preventer and on each Backflow Preventer that is repaired during the contract period. Contractor will document the Dole Valve installation on **Appendix C - Facilities Backflow Master List**.

2.2 MARKUP

- 2.2.1 Any parts or equipment purchased shall be at manufacturer's published list prices plus the mark-up percentage stated in the bid form. For example, if the mark-up stated on the bid form is 5% and the purchase price is \$100, JEA will pay the Contractor \$105 for that part.
- 2.2.2 A receipt from the parts purchase must be attached to invoice to document price paid or charge will be rejected.
- 2.2.3 JEA will provide payment of mark-up for parts and equipment or material that is not shown in the bid amount. If the part or product is itemized on the **Appendix B- Response Workbook**, JEA will not provide mark-up costs.
- 2.2.4 Parts numbers must be included in the invoice.

PART 3 EXECUTION

3.1 GENERAL CONSTRUCTION REQUIREMENTS

- 3.1.1 Contractor shall provide all labor, tools and equipment needed for the scope of work. Unsafe tools and equipment are never permitted on JEA sites. Hand tools shall be secured with lanyard or safety device to prevent tools from falling off of swing scaffolding.
- 3.1.2 The Contractor shall obtain all permits required by local agencies and pay all fees which may be required for the performance of the work and removal/disposal of hazardous materials. Bid prices should include this cost.
- 3.1.3 Contractor shall verify existing conditions and dimensions prior to starting work. Any discrepancies must be brought to the attention of the JEA Contract Administrator. It is the Contractor's responsibility to remove and/or provide additional items as required to comply with the contract documents.
- 3.1.4 Construction schedules are to be provided by the Contractor and agreed to by all parties before work proceeds. Changes in the schedule shall be coordinated through the JEA Contract Administrator.
- 3.1.5 Contractor shall provide any and all dust curtains, temporary partitions, walk-off mats or any other barricade or process necessary to keep site clean.

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- 3.1.6 Job sites are to be kept clean at all times. Contractor shall supply necessary cleaning products. In office environments, site shall be vacuumed at the end of work each day and at the end of the job. In field environments, areas shall be kept broom-clean.
- 3.1.7 All work shall meet or exceed applicable building codes.
- 3.1.8 All doors, lids, and gates shall be locked and secured at all times when unattended.
- 3.1.9 Parking is the responsibility of the Contractor, however, requests may be made to the Contract Administrator to park on JEA property, and shall be granted/denied at the sole discretion of the Contract Administrator.

3.2 PREPARATORY WORK

- 3.2.1 Contractor must receive verbal and/or written agreement from JEA Contract Administrator prior to commencement of work activities. Contractor shall perform necessary repairs discovered during routine maintenance only after written and or verbal authorization from the designated JEA Contract Administrator.
- 3.2.2 If applicable, the Contractor must attend all pre construction meetings prior to the commencement of work.

3.3 PROJECT REQUIREMENTS

- 3.3.1 The Contractor shall test, repair and replace, as needed, all Backflow Preventers as per Chapter 7 and 8 of the AWWA Manual of Water Supply Practices (AWWA #M14).
- 3.3.2 The Contractor shall repair or replace any inoperative JEA-owned backflow preventer and perform annual inspections and certification of same by a State of Florida Certified Backflow Prevention device tester.
- 3.3.3 The Contractor shall visually confirm that the installation complies with the accepted practice and shall verify that the backflow prevention device is correctly rated for the type of hazard protected.
- 3.3.4 Contractor shall tag all backflow preventer devices passing certification with the certification date and the next inspection due date. Contractor will also remove old tags.
- 3.3.5 In the event that the Contractor performs work on High Hazard Systems (if any), the Contractor shall inspect and certify systems every six months. These units will be identified on the **Appendix C - Facilities Backflow Master List**.
- 3.3.6 Contractor shall be accountable for timely clean-up and remediation associated with any contaminant spills, accidental or otherwise, including, but not limited to, diesel, fuel gasoline, lubricants, and cleaning fluids.
- 3.3.7 JEA reserves the right to add/delete units as required. Pricing for added units will be set at the current bid price. JEA may take action to perform work in house and, thereby, reduce contractor workload.
- 3.3.8 All backflow preventers will be inspected annually, on or before due date, but no earlier than 15 calendar days prior to due date, unless otherwise specified.
- 3.3.9 Backflow preventer inspections will be performed and recorded on Appendix C – Backflow Preventer Test Report as well as on **Appendix C - Facilities Backflow Master List**. These documents shall be submitted electronically to the JEA Contract Administrator.
- 3.3.10 **Appendix C - Facilities Backflow Master List** is an electronic spreadsheet in Excel format used by the Contractor to record maintenance, repairs, replacements and inspection information. Columns should be updated for maintenance, repairs, and inspections of existing backflow preventers. New rows should be added for unit replacements or new units and must list type, manufacturer, size, model, serial number and installation date. Spreadsheet will be updated monthly by the Contractor and sent via email to the JEA Contract Manager not later than seven (7) calendar days after end of month.

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- 3.3.11 New installations or repaired units will be tested when work is performed and an updated certification tag attached. Re-test of unit will be included in repair or replacement cost as bid.
- 3.3.12 Repair and/or replacement price of backflow preventer devices will be as listed by type, size and manufacturer on **Appendix B - Response Workbook**. Re-test of unit will be included in repair or replacement price as bid.

3.4 PROJECT COMPLETION

- 3.4.1 Contractor shall remove all debris, demolished items, and construction waste, including the proper and legal disposing of such. At the completion of the work, the building interior, exterior and landscaping, where affected by Contractor work, shall be restored.
- 3.4.2 When specified by the JEA Contract Administrator, the Contractor shall provide the JEA Contract Administrator required photographic documentation of completed work. Address, serial number, and make shall accompany photographic documentation.
- 3.4.3 Prior to leaving the site, the contractor shall contact JEA Contract Administrator to confirm completion of work activities. Unless otherwise instructed by the JEA Contract Administrator, Contractor must fully exit JEA property following completion of work.
- 3.4.4 The Contractor shall return removed backflow preventers to JEA via an address as designated by the JEA Contract Administrator.

**APPENDIX B - MINIMUM QUALIFICATION FORM
ITN 130-18 BACKFLOW PREVENTER INSTALLATION, MAINTENANCE, AND REPAIR**

GENERAL

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

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

THE RESPONDENT SHALL SUBMIT ONE (1) ORIGINAL PROPOSAL, THREE (3) DUPLICATES (HARDCOPIES), AND ONE (1) CD.

RESPONDENT INFORMATION

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TITLE OF AUTHORIZED REPRESENTATIVE: _____

MINIMUM QUALIFICATIONS:

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

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

- Bidders must have a current State of Florida Plumbers License issued by the Department of Business and Professional Regulation (DBPR). The current license number shall be listed below.

Current License Number: _____

- Bidders must show evidence of competency for testing, repairing, overhauling, replacing and maintaining reports on a backflow prevention device and shall be conversant with applicable laws, rules and regulations by attended and successfully completed an American Water Works Association

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(AWWA) Training Institute coordinated certification institute for backflow device testers or equal or other JEA accepted program. The training certificate number shall be listed below.

Training Certificate Number: _____

- Bidder must have successfully completed at least two (2) similar contracts in the last three (3) years ending July 31, 2018. A similar contract is defined as backflow preventer inspection and repair contracts, with the value of each contract referenced being greater than \$75,000.00. Only one (1) of the two (2) projects can be work performed for JEA. For each required contract reference, the Bidder may alternatively aggregate multiple purchase orders or projects performed for a single customer to meet the similar contract reference requirement.
 - A similar account is defined as backflow services as described in the Technical Specifications stated herein.
 - The account references must include the reference company name, contact person, phone number, email address and a summary of the scope of work provided. JEA will contact and verify the account references.
- Bidder must have at least 3 full time employees that are Certified Backflow Prevention Technicians. Evidence of certification(s) must be submitted with the bid by completing the affidavit below.
- Bidders must have an office located in the following counties: Duval, Clay, St. Johns, or Nassau. Bidders shall provide the location of the physical office address below.

Address of Local Office: _____

Affidavit declaring Contractor employees three (3) or more employees trained to services specified in this solicitation.

I declare that the forgoing is true and correct.

Signature

Company Name

Printed Name

Title

Date

Please provide the reference verification information requested below pertaining to this contract.

1. REFERENCE

Reference Name _____

Reference Phone Number _____

Reference Company Name _____

Address of Work _____

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Reference E-Mail Address _____

Dates of Work/\$ Amount _____

Description of Work _____

2. REFERENCE

Reference Name _____

Reference Phone Number _____

Reference Company Name _____

Address of Work _____

Reference E-Mail Address _____

Dates of Work/\$ Amount _____

Description of Work _____

APPENDIX B - RESPONSE FORM
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Company Name: _____

Company's Address _____

Phone Number: _____ FAX No: _____ Email Address: _____

License: _____

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

SUNSHINE LAW ACKNOWLEDGEMENT

_____ (Initials) 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 response will be disclosed to the public "as-is".

Item	ENTER YOUR RESPONSE FOR IFB 129-18	TOTAL RESPONSE PRICE
1	<u>Three (3) Year Total Response Price for Backflow Services</u> Transfer total Response Price from Appendix B – Response Workbook	\$
2	<u>Five (5) Total Response Price for Backflow Services</u> Transfer total Response Price from Appendix B – Response Workbook	\$

RESPONDENT'S CERTIFICATION

By submitting this Response, the Respondent 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 Respondent'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 Respondent also certifies that it complies with all sections (including but not limited to Conflict Of Interest and Ethics) of this Solicitation, and that the Respondent is an authorized distributor or manufacturer of the equipment that meets the Technical Specifications stated herein.

We have received addenda _____

_____ through _____

_____ Handwritten Signature of Authorized Officer of Company or Agent _____ Date

_____ Printed Name and Title



Environmental Services
 Cross Connection Control
 21 W. Church St. T-8
 Jacksonville, FL 32202

BACKFLOW PREVENTER TEST REPORT

Name of premises (company, person)	Owner or agent's name
Service address	Mailing address
Physical location of device	Contact phone number
JEA account number (required)	Meter number (required)

Commercial test purpose Annual Repair Replacement New Installation

Commercial service type Fire Irrigation Process/Isolation Potable
 Fire bypass Is reclaimed water supplied? Yes No

Residential test purpose Annual Repair Replacement New Installation

Residential service type Potable Irrigation / Is reclaimed water supplied? Yes No

Device type	Manufacturer	Size	Model Number	Serial Number	Installation date
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	Check valve #1	Check valve #2	Differential pressure relief valve	Pressure vacuum breaker
INITIAL TEST	<input type="checkbox"/> Closed tight at _____ psi <input type="checkbox"/> Leaked	<input type="checkbox"/> Closed tight at _____ psi <input type="checkbox"/> Leaked	<input type="checkbox"/> Opened at _____ lbs reduced pressure <input type="checkbox"/> Did not open	<input type="checkbox"/> Air inlet opened at _____ psi <input type="checkbox"/> Did not open
FINAL TEST	<input type="checkbox"/> Closed tight at _____ psi	<input type="checkbox"/> Closed tight at _____ psi	<input type="checkbox"/> Opened at _____ lbs reduced pressure	<input type="checkbox"/> Satisfactory

Repairs/unusual installation conditions/replacement details: _____

Initial test performed by	Company name	BFDT certificate number	Test Date
Repaired by	Company name	BFDT certificate number	Repaired Date
Final test performed by	Company name	BFDT certificate number	Test Date

PASS/FAIL CERTIFICATION

I hereby certify the assembly described above passed / failed and supportive data is accurate.

Signature _____ Date _____