



**REQUEST FOR PROPOSAL**

**SEWER MAIN VIDEO INSPECTIONS**

**RFP 200910-08**

**August 24, 2009**

**I. INSTRUCTIONS AND CONDITIONS**

- A. No bid proposal will be considered for award unless submitted on the bid proposal forms furnished by the City of Madera. All blank spaces for bid prices must be filled in, in ink or typewritten, and the bid form must be fully completed and executed. Vendor should provide one original plus two copies of the complete proposal.

Format: Proposal should be 8 ½ x 11 inches, printed two-sided on recyclable paper with removable bindings, bound in a single document.

Each bid proposal must be submitted in a sealed envelope addressed to Becky McCurdy, Procurement Services Manager, City of Madera, Purchasing-Central Supply, 1030 South Gateway Drive, Madera, California 93637, and delivered prior to the time and date specified in this document. Each sealed envelope containing a bid proposal must have, on the outside, the name of the bidder, bidder's address and a statement "DO NOT OPEN UNTIL THE TIME OF BID OPENING" and in addition, must be plainly marked on the outside as follows:

<b><u>BID:</u></b>	<b>Sewer Main Video Inspections</b>
<b><u>RFP:</u></b>	<b>200910-08</b>
<b><u>Filing Deadline:</u></b>	<b>3:00 p. m., Monday, September 28, 2009</b>

- B. Attention of bidders is especially directed to the specifications which, in addition to the bid proposal and these instructions, are basis for evaluation and will be part of any agreement with the successful bidder. Any deviation from the specifications in this notice shall be proper reason for rejection of all or any part of the bid proposal.
- C. The City reserves the right to reject or accept any or all bids or parts thereof, and to accept or reject the alternatives individually or jointly, for any reason.
- D. The City reserves the right to consider any minor deviations from the specifications and determine the acceptance or rejection of such deviation.
- E. Bid proposals shall remain valid for at least thirty (30) days after the opening of bids. No bid proposal may be withdrawn after the bid opening.

- F. Proposals will be evaluated by the Department of Public Works. If a bid proposal is found to be incomplete or not in compliance with the format required, it will not be submitted for evaluation. During the evaluation process, the City may find it beneficial to request additional information.
- G. Contract shall be in the form of a City of Madera Purchase Order and attachments of Request for Proposal, Instructions and Conditions, Specifications and Bid Proposal shall be a part thereof as though set forth therein. An award will be made as soon as possible after the opening of bids.
- H. Prior to beginning any work or delivering any equipment or material to be furnished under this proposal the bidder shall secure the appropriate Business License from the City of Madera. Business license information may be obtained by calling (559) 661-5454. Should the bidder already have his license, please indicate the license number and expiration date below:

City License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Any Federal or State of California License/Certification required to provide the services and a Certificate of Insurance in accordance with the Insurance Requirements for Service Providers document included in this RFP as Exhibit "A" will also be required.

Contractor, his agents, representatives, employees and subcontractors shall maintain current and appropriate vehicle operator licenses for any vehicle operated within the scope of this agreement.

- I. Bidder shall have not less than five (5) years experience in providing closed circuit television inspections and shall supply at least five (5) references, from governmental agencies or other similar accounts for which bidder has provided Sewer Main Video inspections, on the forms provided.
- J. Any proposal may be withdrawn at any time prior to the hour fixed for the opening, provided that a request in writing executed by the proposer, or his/her duly authorized representative, for the withdrawal of such proposal, is filed with the Public Works Department. The withdrawal of a proposal shall not prejudice the right of a proposer to file a new proposal prior to the time and date set for the opening. After the expiration of the time and date for receipt of proposals, a proposal may not be withdrawn or altered.
- K. The City reserves the right to seek supplementary information from any proposer at any time after official proposal opening and before the award. Such information will be limited to clarification or amplification of information asked in the original proposal.
- L. The City of Madera recognizes its policy of providing equal opportunity to all qualified persons and reaffirms its commitment that there shall be no discrimination against

qualified applicants, or employees on the basis of race, sex, color, national origin, religion, age or disability.

- M. The City intends that other public agencies (county, special district, public authority, public agency, school district or other political subdivision of the state of California) shall have the option to participate in any agreement created because of this Request for Proposal. The City of Madera shall incur no financial responsibility in connection with a purchase order from another public entity. Vendor's agreement or failure to agree to the "piggyback" agreement will not be a factor in the award. This piggyback will remain available for one year from the date of the Bid award.

Check one of the following:

- i.  Agree to extend all prices, terms, and conditions of my proposal to any other public agency located in the State of California with no exceptions.
- ii.  Agree to extend all prices, terms, and conditions of my proposal to any other public agency located in the State of California with the following exceptions noted, as attached.
- iii.  The Vendor does not agree to extend pricing, terms and conditions in our Bid to any other agency.

- N. All questions concerning this notice or the bid specifications should be directed to Becky McCurdy, Procurement Services Manager, Purchasing Department, 1030 South Gateway Drive, Madera, California 93637; telephone 559-661-5463, Fax 559-661-0760, e-mail: [rmccurdy@cityofmadera.com](mailto:rmccurdy@cityofmadera.com).

## II. **SPECIFICATIONS**

- A. Contractor shall provide closed circuit television inspection for interior of approximately 90,000 feet of sanitary sewer mains ranging in size from 6 inch to 42 inch, provide DVD video pointing out distances from center of manholes to laterals and any defects found.
- B. Contractor shall provide DVD video using Pipeline Observation System Management (POSM) software or other comparable software.
- C. Contractor shall also provide a chronological written report with map of tested mains for each video, documenting distances from center of manhole to laterals and any defects found.

**CITY OF MADERA  
SEWER MAIN VIDEO INSPECTIONS  
RFP NO. 200910-08  
CURRENT AGENCY OR BUSINESS REFERENCES**

Must have references from five governmental agencies or other similar accounts for which bidder has provided Sewer Main Video inspections

1. AGENCY/COMPANY NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
DATE SERVICES STARTED: \_\_\_\_\_

SUMMARY OF SERVICES INCLUDED IN THIS CONTRACT: \_\_\_\_\_

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2. AGENCY/COMPANY NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
DATE SERVICES STARTED: \_\_\_\_\_

SUMMARY OF SERVICES INCLUDED IN THIS CONTRACT: \_\_\_\_\_

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3. AGENCY/COMPANY NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
DATE SERVICES STARTED: \_\_\_\_\_

SUMMARY OF SERVICES INCLUDED IN THIS CONTRACT: \_\_\_\_\_

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4. AGENCY/COMPANY NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
DATE SERVICES STARTED: \_\_\_\_\_

SUMMARY OF SERVICES INCLUDED IN THIS CONTRACT: \_\_\_\_\_

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5. AGENCY/COMPANY NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
DATE SERVICES STARTED: \_\_\_\_\_

SUMMARY OF SERVICES INCLUDED IN THIS CONTRACT: \_\_\_\_\_

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**CITY OF MADERA - BID PROPOSAL  
SEWER MAIN VIDEO INSPECTIONS  
RFP 200910-08**

Bidder hereby proposes to provide closed circuit television inspection for interior of approximately 90,000 feet of sanitary sewer mains ranging in size from 6 inch to 42 inch for the City of Madera, Department of Public Works, 1030 South Gateway Drive, Madera, California, 93637 in accordance with the published specifications, for the following prices.

Quote must include mobilization, set up of equipment and any other costs for completing specified items. City of Madera will jet rod sewer mains, expose and make accessible sewer manholes for inspection.

Cost/foot	Description
_____	6 Inch to 15 Inch
_____	Larger than 15 Inch

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

STREET ADDRESS: \_\_\_\_\_

CITY / STATE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

PERSON PREPARING BID \_\_\_\_\_

POSITION \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## FORM OF BIDS

Price shall include all costs, options, labor, taxes, permits, materials and delivery or freight charges.

## SPECIFICATIONS

Specifications in this document are minimal and any variances should be described in detail.

**Note: This entire packet should be returned with the bid**