**CITY OF SOUTH BEND, INDIANA**

**BOARD OF PUBLIC WORKS**

**REQUEST FOR APPLICATIONS**

Sealed applications shall be received no later than **9:30 a.m., EST, on November 12, 2019, at the Office of the Board of Public Works, Ste. 1316, County-City Building, 227 W. Jefferson Blvd., South Bend, Indiana, 46601** for:

**Water Works Utility Service Line Repair Program**

**SUMMARY:**

The Board of Public Works of the City of South Bend (“City”), on behalf of the Water Works Utility is soliciting applications from qualified vendors to serve as preferred vendors for its Service Line Repair Program at the rates herein for one calendar year.

**Project description:**

The City is authorized by Sections 17-49 through 17-55 of the City’s Municipal Code to offer this Service Line Repair Program to repair water service line leaks located between the house or building and the water main line which would otherwise be the sole responsibility of the property owner. It is the purpose of this request to establish a list of qualified vendors who will repair water service line leaks at the rates established herein.

The board will open the applications at 9:30 a.m., EST. on November 12, 2019, in the Board of Public Works Meeting, Ste. 1308, County-City Building, 227 W. Jefferson Blvd., South Bend, Indiana, 46601. Representatives of the City will review applications and notify vendors if they have been accepted into the program pursuant to the terms below.

**Applications must meet the minimum specifications as provided herein. There is no scoring matrix as all qualified vendors whose applications meet the minimum specifications and who meet and accept the following required conditions will be accepted into the program:**

* Plumber Contractor License in Indiana; and
* Worker’s Compensation Insurance; and
* Performance bond in the amount of $25,000 or cash bond in the amount of $25,000; and
* Proof of Commercial General Liability Insurance per Person in the amount of $50,000; and
* Proof of Commercial General Liability Insurance per Occurrence in the amount of $1,000,000
* Three (3) year warranty on all work performed through this program.
* Must follow City of South Bend Department of Public Works Design & Construction Standards.
* Availability for on-call emergency response scheduled on a weekly rotation which includes before/after normal business hours, weekends and holidays. Emergency repairs require completion within 24 hours. Regular repairs require completion within five working days.
* Ability to work in year-round adverse weather conditions.
* Must follow IUPPS 811 compliance prior to and throughout all excavation work performed.
* Customer contact prior to repairs with account information provided by the Water Works Utility.
* Responsible for the planning, set-up and removal or subcontracting of all necessary traffic control according to INDOT requirements found in the Indiana Manual on Uniform Traffic Control Devices and the ability to work safely on heavily trafficked streets.
* Ability to pinpoint water leaks and trace water service lines.
* Must be fully equipped to work safely in underground excavations five feet deep or greater in compliance with OSHA trenching and excavation safety requirements. Company safety manual must be followed and a minimum requirement of two qualified persons for all excavations.
* Ability to temporarily freeze water service lines to replace inoperable and/or leaking curb valves.
* Must have experience working on water lines in the City of South Bend including new service line installation using open trench excavation and trenchless ground piercing methods. New service line installation will be paid per foot for one-inch service line and only Type K copper tubing pipe is allowed. The water line shall have a minimum earth cover of five feet and a maximum of six feet.
* Responsible for the preparing and pouring or subcontracting of all sidewalk, driveway and street cuts, according to City specifications. Four inches of depth for sidewalks, six inches of depth for driveway and driveway approaches. Street cuts must match existing depth, but not be less than eight inches minimum.
* Responsible for repairing all grass/sod property damage caused by excavation work by spreading topsoil and grass seed within two calendar weeks of leak repair. A list of all repairs completed in grass during the winter season must be kept for returning to complete the topsoil and grass seed work at the start of the spring season.
* A Plumber Inventory Tracking Form must be e-mailed to Water Works Utility management staff with details for each leak repair performed within one calendar week of repair date.
* Invoices (two copies required) for work performed must be delivered to 915 S. Olive St. by the fifth day of the following month. All material provided by the Water Works Utility must be indicated on the invoices. City inspection and approval prior to payment being remitted within 45 days of receipt.
* A Plumber Material Request Sheet must be e-mailed to Water Works Utility management staff when requesting provided parts. All material requests must be picked up at 915 S. Olive St. the following business day between the hours of 7:30am and 3:00pm unless otherwise specified by Water Works Utility management staff.

**Flat Rate for Stop Box Repairs:**

Applicants will unearth a single excavation up to five cubic feet in grass for a flat rate of $425. For stop box repairs that require the removal of a hard surface, such as asphalt or concrete, the flat rate is increased to $525. This flat rate will include all equipment, material and labor necessary to replace the stop box and rod. This flat rate will be used for all emergency repairs made during normal business hours. A curb valve found to be inoperable and/or leaking must be replaced, and the repair is billed as a basic service leak at the rates described herein.

**Flat Rate for Basic Service Leak Repairs:**

Applicants will unearth a single excavation up to five cubic feet in grass for a flat rate of $1,450. For basic leak repairs that require the removal of a hard surface, such as asphalt or concrete, the flat rate is increased to $1,550. This flat rate will include all equipment, material and labor necessary to replace the curb valve, stop box and rod or repair a single leak on a three-feet or less section of the service line. This flat rate will be used for all emergency repairs made during normal business hours. Repairs that require exceeding these specifications to complete must be reported to Water Works Utility management staff to determine if a leak repair is not considered basic repair due to special circumstances. Any special circumstance requires City approval and the repair is billed for equipment, material and labor at the rates described herein.

**Special Circumstance Plumber Rates for Equipment, Material and Labor:**

Equipment Rates per Job:

Pneumatic Ground Piercing Mole $150

Trench Shoring/Shield Box $130

Arrow Board $125

Air Compressor $110

Hammer/Rotary Drill $95

Partner Saw $90

Barricades $85

Freeze Kit $80

Plate Compactor $75

Trash Water Pump $50

Work Truck $40

Equipment Rates per Hour:

Vactor $300

Backhoe $120

Dump Truck/Trailer $70

Material Rates per Job:

#53 Recycled Concrete Backfill $90

Black Dirt & Seed $90

Labor Rates per Hour:

Plumber $80

Laborer $60

**Special Circumstances include, but are not limited to:**

* Any leak repair that requires subcontracting for heavy traffic control.
* Any leak repair that requires more than a single excavation.
* Any leak repair that requires excavating greater than a five feet square area.
* Any leak repair that requires excavating greater than five feet of depth and must have trench shoring or a shield box installed for OSHA compliance.
* Any leak repair that requires a portion of the street to be removed.
* Any leak repair that requires extensive landscape removal.
* Any leak repair involving the foundation of the structure.
* Any service line repair that requires more than a single leak to be repaired.
* Any leak repair that requires replacing any length of the service line greater than three-feet.
* Emergency leak repair designated by the Water Works Utility to be completed before/after normal business hours, weekends and holidays.

The successful applicants shall comply with the City’s ordinance and all other federal, state and local laws and regulations governing nondiscrimination in employment.

The City reserves the right to accept, negotiate scope, or reject any or all applications.

**Complete application instructions are available for download by visiting the City of South Bend’s web page at** www.southbendin.gov:

         Click on “I’m Looking For”

         Click on “Doing Business in South Bend”

         Click on “City Contracts – Invitations to Bid”

         Click on “REQUIRED: Registration Form” to register your company.

X Select and Print or Download the specifications

***You must register to receive addenda and updates to the specific bid/proposal you are interested in. Failure to do so could render your bid non-responsive to the specifications.***

There is no charge for the specifications. The specifications are also available for review only during regular working hours in the Department of Public Works, Ste. 1316, County-City Building, 227 W. Jefferson Blvd., South Bend, Indiana, 46601. Questions should be directed by email to Darric Cole, at dcole@southbendin.gov.

The City reserves the right to review and audit all documents related to this application and to request additional information as determined necessary. Failure to comply with the City’s request may be deemed grounds for dismissing the application.

**Applications must include the Non-Collusion Affidavit, Non-Debarment Affidavit, Employment Eligibility Verification, and Non-Discrimination Commitment Form.**

BOARD OF PUBLIC WORKS

Linda M. Martin, Clerk

Publish two (2) times: October 25, 2019

November 1, 2019