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228 Georgetown Rd
Jacksonville, NC 28540

REQUEST FOR BID
TITLE:

2022 Black Creek Well 6 Pump and Well Inspection Project

INFORMAL RFB

Date of Issue: October 14, 2021

Bids Due: October 28, 2021

For more information contact:

Robin King

Finance and Purchasing Supervisor

228 Georgetown Road, Jacksonville, NC 28540

Phone: (910) 937-7568

Email: rking@onwasa.com

Onslow Water & Sewer Authority
2022 Black Creek Well 6 Pump and Well Inspection Project
INSTRUCTIONS FOR BIDDERS

Bids will be received by the Onslow Water & Sewer Authority (hereinafter referred to as ONWASA), to provide all labor, equipment and materials necessary to evaluate the existing turbine pump, shaft, motor and appurtenances; clean and visually inspect the existing well casing and screens; document well configuration/condition; and provide recommendations for repair of any deficiencies discovered as specified in this Request for Bids (hereinafter referred to as RFB) until 2:00 pm on October 28, 2021, at Onslow Water & Sewer Authority, 228 Georgetown Road; Jacksonville, North Carolina. The location of Black Creek Well 6 is 630 Franktown Rd, Richlands, NC 28574. This is an informal request for bids and the bids received will not be public until the project is awarded.

Bids must be submitted on the Bid Pricing Sheet (Exhibit 2) which is included as part of this RFB Package and must be completed in its' entirety.

Quoted price should not include any sales or use taxes but should only reflect the actual bid price of the service and materials.

ONWASA reserves the right to reject any or all bids, to waive informalities, and to accept any bid which, in the opinion of ONWASA, appears to be in its best interest, or to award this project in part or in total.

Bids will be evaluated by determining the lowest responsive, responsible bidder considering:

- Bidder ability and capacity to provide the designate materials.
- Bidders price for services.
- Character, integrity, reputation, judgment, experience and efficiency of bidder.

All bids shall be notarized. Bidders responding to this RFB are hereby notified that North Carolina General Statutes relating to licensing of contractors will be observed in receiving bids and awarding projects.

This RFB and all Bidder responses are considered public information after the project is awarded, except for trade secrets specifically identified in writing by the Bidder, which will be handled according to North Carolina State Statute or other laws. Any section of the Bidder's response package that is deemed to be a trade secret by the Bidder shall be submitted in a separate envelope clearly marked "TRADE SECRET INFORMATION - DO NOT DISCLOSE."

INFORMATION FOR BIDDERS

The Bidder shall provide all labor, equipment and materials necessary to remove and evaluate the existing turbine pump, shaft, motor and appurtenances; clean and visually inspect the existing well casing and screens; document well configuration/condition; and provide recommendations for repair of any deficiencies discovered. All work is to be performed at Black Creek Well 6, located at 630 Franktown Rd, Jacksonville, NC 28574.

Bids must be recorded on the Bid Pricing Sheet (Exhibit 2).

A mandatory site visit will be held at Black Creek Well 6 Wednesday, October 20, 2021 at 10:00 AM to give prospective bidders an opportunity to physically inspect the work location prior to submitting a proposal. Bidders who fail to attend the mandatory site visit shall have their bids rejected as non-responsive.

TIME OF PERFORMANCE

As time is of the essence in completing this project, after receiving a written Notice to Proceed from ONWASA all work on the project shall be completed within thirty (30) consecutive calendar days.

The Contractor shall at all times during the continuance of the Project work, with such resources as are sufficient to complete the work within the time specified. The Contractor must have the ability to bring in additional equipment as necessary, should any onsite equipment require repairs that extend beyond five (5) calendar days.

WARRANTIES

Bidder shall warranty all work for no less than (90) days for workmanship, and for the full manufacturer warranty period on materials.

ERRORS/DEFICIENCIES

Bidder shall immediately, without additional compensation, make any corrections regarding inferior or incomplete work or materials furnished under any project issued as a result of this solicitation, if it is determined by ONWASA that the Bidder is responsible for the errors or deficiencies.

ADDITIONAL WORK

In the event the Contractor encounters work required to complete this project that is outside this Scope of Work, a description and estimated cost shall be submitted for review and approval. The Contractor must have written authorization to proceed from ONWASA prior to performing any additional work.

1. SUBMITTAL OF BIDS

Bids must be written legibly on the Bid Pricing Sheet (Exhibit 2) and addressed to:

Onslow Water & Sewer Authority
Black Creek Well 6 Pump and Well Inspection Project
Finance Office
228 Georgetown Road
Jacksonville NC 28540

Bids may also be emailed to rking@onwasa.com. The subject line must read "Black Creek Well 6 Pump and Well Inspection Project". An email will be sent to the bidder to confirm the bid was received.

Bids may be received prior to the date and time of the bid opening. It is the Bidders responsibility to ensure that the bid is received by ONWASA prior to the hour and date specified in this RFB. Any bids received after that hour and date will be returned unopened.

2. PRICE FOR SERVICES

Bids should be placed using the Bid Pricing Sheet (Exhibit 2) provided in the RFB.

3. ADDENDA

Any addendum issued prior to the date set forth for bid submittal shall be covered in the bid and shall be made a part of the project. It is the responsibility of the Bidder to be aware of information issued in the form of addendum. Receipt of any and all addenda issued shall be acknowledged by Bidder in the space provided on the Bid Pricing Sheet.

4. INTERPRETATION OF DOCUMENTS

If any Bidder submitting a bid is in doubt as to the true meaning of any part of this RFB or finds discrepancies or omissions in the RFB, he may submit a request for an interpretation or correction to ONWASA's Finance and Purchasing Supervisor. Any interpretation or correction of the documents will be made only by addendum duly issued and a copy of such addendum will be posted on ONWASA's website. ONWASA will not be responsible for any other explanations or interpretations of the documents. Receipt of addenda should be noted on the Bid Pricing Sheet (Exhibit 2).

Any questions pertaining to the Scope of Work or the ONWASA Specifications should go to Robin King, Finance and Purchasing Supervisor, via email at rking@onwasa.com.

5. WITHDRAWAL OF BID

Any Bidder may withdraw their bid, either personally or by written request, at any time prior to the scheduled closing time for receipt of bids. Bids shall remain valid for a period of ninety (90) days after submittal.

6. AWARD OR REJECTION OF BIDS

If a project is awarded, ONWASA will award to the lowest, responsive, responsible Bidder whose bid, in ONWASA's opinion, best complies with the criteria outlined in this RFB taking into consideration price, methodology, quality, performance and the time specified in the bids for the performance of the project.

ONWASA reserves the right to accept or reject any or all bids if it is deemed best for the public good, and to waive any informality in the bids received.

7. ISSUANCE OF PURCHASE ORDER

A Purchase Order will be issued to the selected Bidder.

8. MINORITY BUSINESS PARTICIPATION AND NON-DISCRIMINATION

The successful Bidder, and any subcontractor under him, shall be required to ensure that minority and women owned business enterprises will be provided equal opportunity to submit bids for subcontracts to the maximum extent feasible. Further, there shall be no discrimination in employment practices on the basis of race, religious creed, color, national origin, ancestry, age, physical handicap, medical condition, marital status, or sex.

9. INSURANCE

Bidder must include, with their Bid, a Certificate of Insurance showing the limits as outlined in this section. During the performance of the work under this project, the Contractor shall maintain the minimum levels of insurance shown below and is responsible for ensuring original certificates of such coverage are submitted to ONWASA directly from the insurance provider prior to performance. Policies shall list ONWASA as additional insured on all applicable policies. All policies shall be obtained from insurance companies that are duly licensed in the State of North Carolina to issue insurance policies for the limits and coverages so required, must cover the term of the project, and provide thirty (30) days advance written notice to ONWASA in the event of cancellation, expiration, or alteration.

- a) General Liability Insurance, with a combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate or as otherwise specified in addendum, whichever is greater.
- b) Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- c) Workers' Compensation Insurance in accordance with statutory requirements and Employers Liability Insurance, with a limit of \$500,000 for each occurrence.
- d) Excess Liability/Umbrella Insurance, with a limit of \$1,000,000 per occurrence

In the event the Contractor is excluded from the requirements of the North Carolina Workers Compensation Act and does not voluntarily carry workers compensation coverage, the Contractor shall carry or cause its employees to carry adequate medical/accident insurance to cover any injuries sustained by its employees or agents during the performance of service.

10. PROJECT ADMINISTRATION

The selected Bidder will coordinate all activities with a designated ONWASA employee, whose information will be shared when the Contractor is determined. The selected Bidder shall receive approval from ONWASA prior to performing the work of the Project.

11. E-VERIFY/ IRAN DIVESTMENT

The Bidder shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes by filling out the E-Verify Affidavit (Exhibit 4). By acceptance of this project, the Contractor affirms they are not listed on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 143-6A-4, Iran Divestment Act Certification.

12. VENDOR FORM

The Bidder shall complete the Onslow Water and Sewer Authority Vendor Form (Exhibit 3) and include with submission of Bid.

Exhibit 1
SCOPE OF WORK
BLACK CREEK WELL 6 PUMP AND WELL INSPECTION PROJECT
October 14, 2021

The Contractor shall provide all labor, equipment and materials necessary to: remove and evaluate the existing turbine pump, shaft, motor and appurtenances; clean and visually inspect the existing well casing and screens; document well configuration/condition; and provide recommendations for repair of any deficiencies discovered. All work is to be performed at Black Creek Well 6, located at 630 Franktown, Richlands NC 28574

Well Information:

Black Creek Well #6	
Date constructed	1981
Diameter casing /well	+2 to 407' 14" casing. 405' to 505' 8" pipe lined with 6" pipe
Overall depth	610 feet
Depth to top of screens	505 feet
Pump intake depth	399'
Pump capacity	650 GPM 585' TDH
Motor horsepower/RPM	125HP / 1800 RPM

A mandatory site visit will be held at Black Creek Well 6 Wednesday, October 20, 2021 at 10:00 AM to give prospective bidders an opportunity to physically inspect the work location prior to submitting a proposal. Bidders who fail to attend the mandatory site visit shall have their bids rejected as non-responsive.

All materials and work on this project shall conform to the following requirements:

1. GENERAL REQUIREMENTS

- a) Work shall be performed in accordance with all applicable State and local codes and regulations governing this project.
- b) Contractor must possess a valid license from the NC Well Contractor Certification Commission.
- c) Entrance to this site is restricted; work schedule must be coordinated with ONWASA to ensure access.
- d) Contractor shall conduct operations in such a manner as to avoid damage to well site facilities (controls, building security gate and fencing, etc.). Any such damage shall be repaired by the contractor at no additional cost to ONWASA.
- e) Contractor will have thirty (30) calendar days from the date when the notice to proceed is awarded to complete this project.

2. INSPECT EXISTING MOTOR AND PUMP ASSEMBLY

Note: The existing pump, motor, pump shafts and column pipe have been pulled under a previous contract and stored on site.

- a) Contractor shall inspect all previously removed components for damage or excessive wear and note any deficiencies.
- b) No components shall be removed from the well site by the Contractor without prior approval from ONWASA.

3. CLEAN AND INSPECT WELL

Note: There has been a history of alignment issues where the 14" diameter upper casing laps with the 8" diameter lower casing. This has caused difficulties in the past attempts to utilize inspection cameras and cleaning brushes below a depth of 403'. The Contractor shall be prepared to furnish the equipment and materials necessary to camera and clean the casing down to a depth of 610'.

- a) Contractor shall sound well to verify depth.
- b) Mechanically clean the well casing and screens using nylon brushes; care should be taken to avoid excessive force in cleaning and potential damage to well screens.
- c) Airlift/bail debris from the well, including removal of accumulated sand/sediment to the overall well depth (estimated 610 feet).
- d) Using video equipment made for this purpose, visually inspect, and record the condition of the well casing and screens after cleaning and sediment removal.
- e) Prepare a detailed inspection report to document well conditions and configuration (well diameter, depth of inner/outer casing, screen depth and extent, overall depth, pump installation depth, etc.).
- f) Inspection report shall include recommendations for repair of any deficiencies discovered.
- g) Provide to ONWASA a copy of the video inspection, on suitable storage media (CD or USB flash drive) in a readable format, along with two hard copies of the inspection report.

END OF SCOPE OF WORK

Exhibit 2
2022 Black Creek Well 6 Pump and Well Inspection Project
Bid Pricing Sheet

_____ (Bidder) will remove and evaluate the existing turbine pump, shaft, motor and appurtenances; clean and visually inspect the existing well casing and screens; document well configuration/condition; and provide recommendations for repair of any deficiencies discovered as listed in the Scope of Work (Exhibit 1) including all permits, parts, labor, restoration of area and any other cost below.

In submitting this Bid, Bidder represents that all copies of the project Documents and the following addenda have been examined:

Date	Number
_____	_____
_____	_____
_____	_____

Bidder proposes to perform at the prices below:

1. Pricing for Scope of Work 2. Inspect Existing Motor and Pump Assembly
\$ _____

2. Pricing for Scope of Work 3. Clean and Inspect Well, items a, b, and c.
\$ _____

3. Pricing for Scope of Work 3. Clean and Inspect Well, items d, e, f, and g.
\$ _____

By signing this 2022 Black Creek Well 6 Pump and Well Inspection Project Bid Pricing Sheet the Bidder, if selected, agrees to perform the services listed in the Scope of Work (Exhibit 1) using the rates quoted on this Bid Pricing Sheet.

Company Name

Signature

Title

Exhibit 3
Onslow Water and Sewer Authority
Finance Office
228 Georgetown Road
Jacksonville, NC 28540
Fax (910) 455-2504
Vendor Form

Name (as reported on your income tax return) _____

Business Name _____

Federal ID# _____ or SS# _____

Check one of the following:

Corporation Sole Proprietorship Partnership Other _____

Order Address

Street _____

PO Box _____

City _____

State _____

Zip Code _____

Contact Person _____

Phone Number _____

Fax Number _____

E-Mail Address _____

Terms _____

Payment Address

Street _____

PO Box _____

City _____

State _____

Zip Code _____

Contact Person _____

Phone Number _____

Fax Number _____

E-Mail Address _____

Discount _____

Are you related to or have a professional relationship with any ONWASA employee? Yes No
(If you answered yes, a Relationship Vendor Form will have to be completed before any payments can be made.)

Are you a minority business enterprise? Yes No

If you answered yes, please check the appropriate box:

African-American

Hispanic

Female

American Indian

Asian American

Socially and economically disadvantaged as defined in 15 U.S.C. 637

Product(s) and/or Service(s) – Please list the type of product(s) and/or service(s) that your company can provide:

Signature: _____

Title: _____

Onslow Water and Sewer Authority

Finance Office
228 Georgetown Road
Jacksonville, NC 28540
Fax (910) 455-2504

Relationship Vendor Form

If you are related to or have a professional relationship with any employee of Onslow Water and Sewer Authority, this form must be completed and returned to the finance office before any payments will be made.

Vendor Information:

Name: _____

Address: _____

Related ONWASA employee: _____

Relationship to employee: _____

We agree that our relationship will not hinder or corrupt our professional relationship with Onslow Water and Sewer Authority.

Vendor Signature

Date

ONWASA Employee Signature

Date

Onslow Water and Sewer Authority is aware and understands these parties have a relationship with each other. The decision to authorize the use of this vendor was not influenced in any manner by the relationship referenced above.

Department Head

Date

Finance Officer

Date

**Exhibit 4
E-VERIFY AFFIDAVIT**

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity identified as the "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State.

Employer employs the following number of employees in this State (check which is applicable):

- | | | | |
|------------------------|-------|-----------------------|-------|
| a. Less than 25 | _____ | b. Between 25 and 100 | _____ |
| c. Between 100 and 500 | _____ | d. 500 or more | _____ |

4. Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer for specified contracts subject to E-Verify entered into with the Onslow Water & Sewer Authority Employer.

This _____ day of _____, _____.

Signature of Affiant

Print or Type Name: _____

State of _____ County of _____

Signed and sworn to (or affirmed) before me, this the _____

day of _____, _____.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)