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228 Georgetown Rd  
Jacksonville, NC 28540

REQUEST FOR BID  
TITLE:

2022 Dixon Well 9 Pump and Well Inspection Project

INFORMAL RFB

Date of Issue: October 21, 2021  
Bids Due: November 4, 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 Dixon Well 9 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 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 specified in this Request for Bids (hereinafter referred to as RFB) until 2:00 pm on November 4, 2021, at Onslow Water & Sewer Authority, 228 Georgetown Road; Jacksonville, North Carolina. The location of Dixon Well 9 is 123 Folkstone Rd, Holly Ridge, NC 28445. 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 Dixon Well 9, located at 123 Folkstone Rd, Holly Ridge, NC 28445.

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

A mandatory site visit will be held at Dixon Well 9 Thursday, October 28, 2021 at 1:00 PM 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  
Dixon Well 9 Pump and Well Inspection Project  
Finance Office  
228 Georgetown Road  
Jacksonville NC 28540

Bids may also be emailed to [rking@onwasa.com](mailto:rking@onwasa.com). The subject line must read "Dixon Well 9 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](mailto: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**  
**DIXON 9 PUMP AND WELL INSPECTION PROJECT**  
**October 21, 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 Dixon Well 9 , located at 123 Folkstone Rd, Holly Ridge, NC 28445.

Well Information:

Dixon Well #9	
Date constructed	August 11, 2011
Diameter casing /well	16" Outer / 8" Inner
Overall depth	125 feet
Depth to top of screens	80 feet
Pump intake depth	74 feet
Pump capacity	206 GPM 152' TDH
Motor horsepower/RPM	15HP / 1765 RPM

A mandatory site visit will be held at Dixon Well 9 Thursday, October 28, 2021 at 1:00 PM 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. REMOVE AND INSPECT EXISTING MOTOR AND PUMP ASSEMBLY**

- a) Remove existing motor and pull the pump assembly (intake strainer, impellers, pump column/shaft, etc) from the well.
- b) Remove all airline, pressure transducer, and water level access piping from the well.
- c) Inspect all components for damage or excessive wear and note any deficiencies.
- d) All materials removed shall be stored neatly on-site and protected from damage/weather.
- e) No components shall be removed from the well site by the Contractor without prior approval from ONWASA.

### **3. CLEAN AND INSPECT WELL**

- 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 125 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 Dixon Well 9 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. Remove and Inspect Existing Motor and Pump Assembly, items a through e.  
\$ \_\_\_\_\_
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 Dixon Well 9 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)