



PURCHASING DEPARTMENT
CITY OF HUNTINGTON BEACH
2000 MAIN STREET
HUNTINGTON BEACH, CA 92648-2702

10-0923
Quotation Number
 Show this number on outside of
 your envelope.

REQUEST FOR QUOTATION

Enter the following:
 Name of Company & Address

Date: August 31, 2010
Bids will be received until 4:00pm
September 23, 2010
at the office of the Purchasing
Division Lower Level City Hall
 Marilyn Goldstein
<mailto:mgoldstein@surfcity-hb.org>

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		The City of Huntington Beach is accepting quotations to provide quarterly maintenance service calls to twenty-eight (28) sewer lift stations located throughout the City of Huntington Beach utilizing a trained service person(s) to clean, inspect, calibrate and service the City's equipment as specifically described below. In addition to the proposed fees for the quarterly service, the City is also seeking hourly rates for emergency/on-call services.		
		The addition of emergency services places the contractor "on call" for potential emergency situations which requires three (3) qualified trained persons to troubleshoot and/or repair the pump station equipment and must be able to respond to emergencies within a two-hour period.		

Submission of Responses: Each submittal shall be in a sealed package marked " BID#10-0923 . Bids must be submitted not later than 4:00pm to:

Buyer: Marilyn Goldstein
City of Huntington Beach/Purchasing Division
2000 Main St
PO Box 190
Huntington Beach CA 92648

Any questions regarding the specification, exceptions or approved equals must be put in writing to the above buyer. If the bidder is responding from our Website you must notify the appropriate buyer, which is listed on the front page of the RFQ. This is to notify the bidder of any addendums that may occur during the bidding process.

All quotations must be signed

Signature _____

Print Name _____

Title _____

Date _____

Phone Number _____

Delivery to be made on or before: _____

or _____ days from receipt of order.

Total _____

SalesTax _____

Total _____

Terms _____ % _____ days

Email: _____

**EMAIL AND FAXED
 BIDS ARE NOT ACCEPTED**

THIS IS NOT AN ORDER



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«RFQ»
 QUOTATION NUMBER

VENDOR NAME
 «Company»

REQUEST FOR QUOTATION

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There will be a mandatory pre-bid conference on Monday September 13, 2010 at 9:00am. Please meet at the Water Utilities Operations, 7280 Edinger Ave. Huntington Beach, 92647 (Beige Brick Building located next to Lamps Plus). There will be a discussion of all Sewer Lift Stations, along with a drive to 2 sites following the meeting. Plan on at least 2 hours for this conference.

Electrical Service agreement for Sewer Life Stations

If it is mutually agreeable to both the City and the successful bidder, this contract shall be in effect for a period of three (3) years with optional reserve rights to renew or extend this for an additional two (2) years in one (1) year increments.

The scope of this Agreement is to provide quarterly service calls per year to twenty-eight sewer lift stations utilizing a trained service person(s) to clean, inspect, calibrate and service CITY'S equipment as specifically described below. In addition to proposed fees for the quarterly service, the City is also seeking hourly rates for emergency/on-call services. Please see the attached bid sheet.

MOTORS - Running Voltage to Ground, Running Voltage Phase to Phase, Running Amperes, Megger to Ground, Megger between Windings and Grease motors if required.

SUMP PUMP &/OR VENT FAN – Running Voltage to Ground, Running Voltage Phase to Phase, and Running Amperes, if required.

WETWELL - Entering the wetwell w/a 3 man crew to include confine space entry equipment to clean & calibrate the submersible transducer.

CONTROL PANEL -

- Tighten all terminal lugs
- Check power supply voltage
- Test induction relays
- Test heater Block
- Proper connection of motor cables
- Check and record voltage to motor
- Check motor amperage
- Inspect Relay and Starter Contacts
- Clean Inside Control Panel
- Calibrate & adjust controllers & transducers as required

Replacement parts, when required, are not included in this Agreement and such parts will be provided by the contractor with customer's approval and invoiced to the CITY. The contractor will be allowed no more than a 15% markup on parts. The addition of emergency services places the contractor "on call" for potential emergency situations and allows the CITY four (4) "no charge" (up to a maximum period of eight (8) hours) emergency service call per year which includes a qualified trainer service person to troubleshoot and/or repair the pump station equipment. Must be able to respond in emergencies within a two-hour period.

LOCATION: 28 Sewage Pump Stations throughout the City of Huntington Beach

DESCRIPTION: 28 Miscellaneous Duplex, Triplex, Quadraplex Sewage Pump Stations, Mechanical & Electrical.



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Contractor must have the ability to supply traffic control and confined space entry according to OSHA standards.

Sewer Lift Station Contract

The contractor must have at least five years experience with this same type of service/maintenance to other municipalities. The contractor must furnish 3 references to include the municipality name, contact name and current telephone number. The contractor must have a General A contracting license and a C10 contracting license. Please provide a copy with your bid submittal.



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CITY OF HUNTINGTON BEACH SEWER LIFT STATIONS

All motors are three phase and 60HZ, all pumps are manufactured by WEMCO. There are 59 pump motors in these 28 sewer lift stations, (minimum two motors per station) and each station also has a one-third horsepower electric sump pump in it.

STATION	MOTOR HORSEPOWER	RATED VOLTAGE	RATED AMPERS
1	20	220/440	26.2/52.4
2	3	230	10.6
3	3	230	10.6
4	20	480	27
5	3	230	10.6
6	7.5	230	22
7	7.5	440	10.5
8	25	230/460	65/32.5
9	25	230/460	65/32.5
10	50	460	61.2
11	2	230/460	13.6/7.2
13	25	230/460	65/32.5
14	30	230/460	24.2/37.1
15	7.5	230/460	23.4/11.7
16	3	230/460	10.6/5.3
17	25	460	29
18	20	230	54
19	3	230	11.5
20	10	440	13.6
21	5	230	17
22	15	230/460	39.6/19.6
23	5	230	17
24	20	440	26.2
25	5	230/460	17/8.5
26	3	230	10.6
28	3	230	10.6
29	10	230/460	26.4/13.2
30	7.5	230/460	20.9/10.5



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BID SCHEDULE

Pricing will be based on Non Prevailing Wage Rate:

Hourly rates charged for work ordered under this agreement will be:

- I. **QUARTERLY SERVICE AT 28 LIFT STATIONS:** \$ _____/quarter
- II. **APPLICABLE HOURLY RATES – WEEKDAYS:**
 - A. **EMERGENCY SERVICE CALL:**
 Three (3) man crew, equipment and service truck \$ _____/hr.
- III. **OVERTIME ADDED TO RATES:**
 - A. Overtime and Saturday \$ _____/hr.
 - B. Sunday and holidays \$ _____/hr.
- IV. **MISCELLANEOUS REPLACEMENT PARTS, IF REQUIRED,**
 SHALL BE FURNISHED AT COST, PLUS _____%HANDLING CHARGE.

**CITY OF HUNTINGTON BEACH
INSTRUCTION TO BIDDERS**

ALL PAGES OF THE BID MUST BE RETURNED

Quotations are requested for furnishing the items described in accordance with terms set forth herein. All quotations must be F.O.B. delivered. The detailed specifications or brand names or numbers given herein is descriptive and indicates quality and style of item required. Offer to supply articles substantially the same as those described herein will be considered provided the articles offered are equal in quality, durability, and fitness for the purpose intended. Acceptability of alternates will be determined solely by the City of Huntington Beach

EXAMINATION OF BID Each bidder is responsible for examining the invitation to bid and submitting its bid complete and in conformance with these instructions.

DISCREPANCIES IN BID DOCUMENTS Should bidder find discrepancies in, or omissions from the invitation to bid, or if the intent of the invitation is not clear, and if provisions of the specifications restrict bidder from bidding, they may request in writing that the deficiency(s) be modified. Such request must be received by the City's Central Service Manager five (5) days before bid opening date. All bidders will be notified by addendum of any approved changes in the invitation to bid documents.

ORAL STATEMENTS The City of Huntington is not responsible for oral statements made by any of their employees or agents concerning this invitation to bid. If the bidder required specific information, bidder must request that it be supplied in writing by the City of Huntington Beach.

BRAND NAMES AND SPECIFICATIONS The detailed specifications and/or brand names stated are descriptive only and indicate quality, design, and construction of items required. Offers will be considered to supply articles substantially the same as those described herein provided the articles are equal in quality, durability, and fitness from the variation in the bid. Acceptability of alternate will be determined solely by the City of Huntington Beach. Bidder must submit specifications when bidding alternative equipment.

RIGHT TO REJECT City reserves the right to reject at any time any or all bids, or parts thereof, and to waive any variances, technicalities and informalities which do not impair the quality, utility, durability, or performance of the items.

SAMPLES Samples if items, when requested or required, must be furnished to the city free of expense to the city and, if not destroyed by tests will, upon request, be returned at the bidder's expense.

PRICES Individual item pricing must be shown for each line item. In case of error in extension of prices, unit price will govern. All prices must be firm for the contract term unless the city specifically provides for adjustment. Any proposed pricing adjustment shall be submitted to the City Representative in writing at least thirty (30) days prior to the proposed date of increase. All quotations must be FOB delivered.

FORM OF BID AND SIGNATURE The bid must be made on this form only. Bid should be enclosed in a sealed envelope, showing the Request for Quotation Number in the lower left corner, and addressed to the City of Huntington Beach, 2000 Main street, Huntington Beach CA 92648-2702, Attn: Purchasing. This bid must be signed by an officer or authorized employee. Bids may be rejected if this form is not signed.

SUBMISSION DATE AND WITHDRAWAL OF BIDS Each bid must be delivered to the location and received on or before the due date and time stated. Bids may be withdrawn without prejudice, providing the Central Service Division receives the written request no later than the time set for opening bids. Withdrawals will be returned to bidder unopened. **FAXED BID IS NOT ACCEPTABLE.**

AWARD OF CONTRACT The City reserves the right to award this Contract by item or in its entirety, whichever is in the best interest of the City

Insurance Certificate is not required with submittal of Request for Quotation, Awarding vendor will be required to submit for approval before commencement of work.

CITY OF HUNTINGTON BEACH

Email: Justin.Wessels@surfcity-hb.org
Phone: 714-374-5378 Fax: 714-536-5212

Insurance Requirements vary for different applicants. Please see the below listed applicant types followed by the insurance requirements.

City of Huntington Beach Resolution 2008-63 requires that contractors, permittees, licensees/lessees and vendors have an approved Certificate of Insurance on file with the City of Huntington Beach for the issuance of any permit or city contract.

The insurance certificate must be approved by the City Attorney's Office as to meeting all of the city's insurance requirements. An original certificate is required or a PDF version attached to an email may be forwarded. If the insurance certificate is faxed, it must come directly from the insurance provider to the City of Huntington Beach. All insurance must be from a California admitted carrier with a current A.M. Best's Rating of no less than A:VII

1. CONTRACTORS – Any persons or entities or Contract with the City and/or provide service to the City which are readily available and efficiently procured by competitive bidding.
Requirements: General Liability, Workers' Compensation, Auto Liability, Additional Insured Endorsements

2. DESIGN PROFESSIONALS- Professional Service contractors who contract with the City and/or provide architectural and/or engineering services to the City.
Requirements: Errors and Emissions (Professional Liability) \$1,000,000 coverage

3. LICENSEES/LESSEES – any person or entities who make contract with the city for the use of public property.
Requirements: General Liability, Workers' Compensation, Property Insurance, Additional Insured Endorsement

4. PERMITEES – any persons or entities who make application to the City for any use of encroachment upon any street, waterway, pier, or City property.
Requirements: General Liability, Workers' Compensation, Auto Liability, Additional Insured Endorsements

5. Professional Services – means those services, which involve the exercise of professional discretion and independent judgment on an advanced or specialized knowledge, expertise or training gained by formal studies or experience or services which are not readily or efficiently procured by competitive bidding pursuant to Huntington Beach Municipal Code Section 3.02. Such Services shall include but not be limited to those services provided by appraisers, architects, attorneys, engineers, instructors, insurance advisors, physicians and other specialized consultants.
Requirements: Errors and Emissions (Professional Liability) \$1,000,000 coverage

Private Property Work Permit Requirements – If the planned work does not involve public property or its right-of-way (e.g. sidewalk/street), the Workers' Compensation Certificate is the only insurance requirement. However, if the work site is adjacent or attached to public property, the City Attorney's Office must be informed for consideration of liability and decides whether or not to approve the certificate with a specific "Private Property Only" approval stamp.

- **General Liability (G/L)** – The general liability requirement is for \$1,000,000 with “per occurrence” type claims coverage and a separate “Additional Insured Endorsement” page listing both the policy number and naming the “*City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers*” as additional insured on the endorsement. (see below for Additional Insured requirements)
- **Additional Insured Endorsement Requirements** – The City, its officers, elected or appointed officials, employees, agents and volunteers are to be specifically named and covered as additional insureds by separate attached endorsement(s) as respects liability arising out of action performed by or on behalf of the contractor, products and completed operations of the contractor, premises owned, occupied or used by the contractor, or automobiles owned, leased or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its agents, officers and employees. The endorsement should include the policy number it correlates to.
- **Primary Insurance** – General Liability Insurance coverage shall be primary insurance as respects the City, its agents, officers, and employees. Any insurance or self-insurance maintained by the City, its agents, officers, and employees shall be excess of the submitted insurance and shall not contribute with it.
- **Description of work** – The staff contact and purpose of the evidence of coverage must be identified on the certificate of insurance.
- **Automotive Insurance** – Automobile insurance requirement is for \$1,000,000 and a separate “Additional Insured Endorsement” page listing both the policy number and naming the “*City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers*” as additional insured on the endorsement. The City of Huntington Beach has a zero deductible/SIR requirement.
- **Worker’s Compensation Insurance (W/C)** – The Worker’s Compensation insurance requirement is the State statutory limits of \$250,000 bodily injury by disease, policy limit, and \$100,000 bodily injury each employee for accident or disease per occurrence. Certificate holder listed on the certificate is:
 City of Huntington Beach, 2000 Main St., Huntington Beach, CA 92648.
 If your organization/company has no compensated employees working on the project, you may complete and return a “Non-Employer Status” form to be used in lieu of a W/C insurance certificate.
- **Cancellation Clause Notice** – The cancellation clause must contain a thirty (30) day notice. A ten (10) day notice for non-payment of premium is acceptable in combination with 30 day notice.
- **Professional Liability** – Coverage must be provided at a minimum of \$1,000,000 per occurrence and in the aggregate.
- **Deductibles**– The following deductibles are acceptable and all others must be removed from the insurance policy or a waiver can be requested (see below) :
 - **General Liability** - \$5,000
 - **Auto Liability** - \$1,000
 - **Professional Liability/Errors & Emissions** - \$10,000
- **Waiver Procedure** – If unable to comply with a requirement, the “INSURED” may request a waiver of a specific requirement. The Insurance Waiver form is an internal form that the City of Huntington Beach will complete. (see following page for waiver form) ***The exception to the waiver is the G/L & Auto “Additional Insured Endorsement” page.***
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Waiver Procedure

To request a waiver, indicate here and provide a brief description (1 – 2 sentences) of the proposed work/project, its dollar value (if not a specific dollar amount, use an average, annual estimate or non-profit) and projected timeframe (per job or as-needed basis).
For substantial dollar deductible/SIR amounts, a financial statement is required (Balance Sheet, Budget Reports, Dun & Bradstreet Report, etc.).

Waiver Requested: _____

Encroachment Permit Private Property Work Permit Consultant Services

Other: _____

Proposed Work: _____

Dollar Value: _____

Projected Timeframe: _____