



REQUEST FOR QUOTES

For

Centrate Tank 2 Cleaning

Proposal Issue Date

October 12, 2021

Proposal Submittal Due Date

November 2, 2021

**LAS VIRGENES MUNICIPAL WATER DISTRICT
REQUEST FOR QUOTES – CENTRATE TANK NO. 2 CLEANING**

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I. INTRODUCTION

A. General Information

The Las Virgenes Municipal Water District (District) serves the western edge of Los Angeles County including the cities of Agoura Hills, Calabasas, Hidden Hills and Westlake Village. The District occupies 122 square miles and services a population of approximately 70,000. The District provides potable water, recycled water, and sanitation (wastewater) services to its customers through three separate enterprise funds. The sanitation and recycled water services are provided through a Joint Powers Authority with the Triunfo Sanitation District.

Las Virgenes Municipal Water District is organized under the Municipal Water District Act of 1911 (California Water Code 7100). A five-member board of directors, each elected by geographic divisions, provides governance. Directors serve overlapping four-year terms, and every two years - concurrent with installation of the newly elected board – they select board officers. The board also selects a local representative from LVMWD to serve on the Board of Directors of the Metropolitan Water District of Southern California.

The District is seeking pricing proposals from firms or contractors for Centrate tank cleaning at the Las Virgenes Municipal Water District's compost facility located at 3700 Las Virgenes Road, Calabasas CA 91302.

The agreement awarded because of this agreement is for the completion of the Centrate tank cleaning only. The selected firm or contractor shall furnish all expertise, labor and resources to provide complete services necessary to fulfill the requirements during the term of the Agreement.

To be considered, an electronic copy of the quote must be received by **5:00 p.m. on November 2, 2021**

Email responses to this request must be sent to:

Burt Brill
Chief Water Reclamation Plant Operator
Las Virgenes Municipal Water District
Email: bbril@lvmwd.com

Proposals received after the above date and time will not be considered.

B. Background

The District is responsible for the operation of the Tapia Water Reclamation Facility which processes approximately six (6) million gallons of wastewater per day. A component of this operation includes the wastewater dewatering activities at the Rancho Las Virgenes Composting Facility. The centrate tanks (Centrate Tank 2, specifically) are part of the wastewater dewatering process.

C. Term of Contract

The term of the contract shall be for the completion of the Centrate Tank 2 cleaning project described herein. The contract awarded proposer(s) agrees to this condition by signing its proposal.

II. SCOPE OF SERVICES

A. General

The District is seeking a vendor who can clean the District's Centrate Tank #2:

Project Address: 3700 Virgenes Rd, Calabasas CA 91302

Project Description: Clean approximately 200 cubic yards of sludge and solids from the tank. Vendor must be trained and qualified to perform work in a permit required confined space. Tank has natural ventilation at the roofline, with two (2) entry hatches 180 degrees apart (one at each side).

The tank is 81 feet in diameter, with a sloping floor and a sump of approximately 6 feet in diameter and 2 feet deep, located in the center of the tank.

The depth from the wall of the tank to the edge of the sump is approximately 6 feet. Water is available at the site for wash down, however available water is at lower than typical water pressure. A fire hydrant is available approximately one quarter mile from the jobsite for filling jetter tanks, and a dump site will be provided nearby (approximately 5 min away).

Following the debris removal and tank wash down, approximately sixty (60) feet of the eight inch (8") drain line will need to be jetted.

Site Visit: There is no site visit scheduled at this time.

B. Response to Service Request

The successful vendor shall coordinate with the District to accomplish the requested tank cleaning service.

III. QUOTE REQUIREMENTS

Each quote must contain the following:

A. Provide a cover letter describing your interest in this request for quote.

1. Provide the name, address, phone number, fax number, and email address of the contact person.
2. Subcontractors. Subcontractors are not allowed on this project. IRS regulations require all employees be issued a W-2 form. Any worker issued a 1099 in lieu of or in conjunction with a W-2 will be considered a sub-contractor. At any time during the contract the District may request payroll records to verify workers are employees and not subcontractors.

B. Proposer Qualifications

1. Proposers shall be qualified to perform confined space tank cleaning in the City of Calabasas.
2. Any work to be conducted in an area defined by OSHA requirements to be a confined space shall follow all the necessary safety and operational requirements by all regulatory agencies. All participants conducting work in a confined space must be trained and certified to conduct work in an area defined as a confined space. Prior to any work conducted in an area defined as a confined space, the Contractor must submit to the District and Construction Manager their entry plan which shall satisfy all safety and operational requirements by all regulatory agencies. EACH entry plan must detail each participant's role and confined space certification. EACH entry plan shall also include the following:
 - Purpose/Objective of each entry
 - Definitions and Duties of Each Participant
 - Rescue Procedures
 - List of Equipment
 - Plan of Action
3. Proposers shall be responsible for providing and maintaining equipment necessary for the work requested.

C. Client References.

Proposers are encouraged to provide references from similar work performed (references from local government clients are preferred) within the last three years. Information provided should include:

1. Client name, client Project Manager, address, telephone number, and email address. If client is not a local government, please indicate the type of business.
2. Type of service provided to client.

D. Rates

Proposer shall provide (on **Exhibit A**) the lump sum cost described work. Proposer shall also provide rates and/or fees for any additional costs on Exhibit A.

E. Prevailing Wage

Submission of a quote indicates that contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations Title 8, Section 16000, et seq., which require the payment of prevailing wage rates on “public works” and “maintenance projects”. Proposer is required to be registered with the California Department of Industrial Relations (DIR) prior to providing a proposal. Form PWC-100 is required to be completed and filed with the DIR prior to commencing work.

IV. CONDITIONS GOVERNING THE REQUEST FOR PROPOSALS

A. Right to Reject Proposals

Submission of a quote indicates acceptance by the firm of the conditions contained in this Request for Quotes unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

The District reserves the right to award contracts to multiple vendors. The District reserves right to utilize cooperative contract if terms are deemed more favorable. The District reserves the right without prejudice to reject any or all proposals.

B. Receiving Time / Late Proposals

It is the responsibility of proposer to see that their proposal is submitted with sufficient time to be received by the District prior to the proposal closing time. Late proposals will be returned unopened to the sender. Postmarks are not accepted; all responses must be received by the District by the deadline.

C. Acceptance of Conditions Governing this request for quotes (RFQ)

Submission of a proposal constitutes acceptance of the Evaluation Factors contained in this RFQ.

D. Incurring Cost

Any cost incurred by the proposer in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the proposer. Any cost incurred by the proposer for set up and demonstration or for interviews shall be borne solely by the proposer.

E. Proposer's Rights to Withdraw Proposal

Proposers will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. Any request must be submitted in writing.

F. Best and Final Offer

The District reserves the right to request Best and Final Offers from any or all proposers. This will be the only opportunity to amend or modify proposals based on feedback from the District. Information from competing proposals will not be disclosed to other proposers prior to submission of a Best and Final Offer.

G. Award of Agreements

Quotes will be scored on a combination of cost, qualifications, and experience. A copy of the District's standard Contractual Services Agreement is attached as Exhibit B. Selected vendor agrees to enter into agreement using District contract form.

H. Disclosure of Proposal Contents

All proposals are subject to the provisions of the California Public Records Act, California Government Code section 6250 et seq., and any information submitted with a response is a public record subject to disclosure, unless a specific exemption applies.

I. Insurance

Any vendor performing a service on District property or a District job site is required to have insurance. The District's minimum standard insurance requirements are as follows: General Liability with \$1 million per occurrence and \$2 million aggregate, Insured Autos \$1 million, and Worker's Compensation CA State Statutory Requirements. Additional insurance may be required. If so, it will be stated on front of PO or other related contract documents. Insurance certificates and endorsements specifically naming "Las Virgenes Municipal Water District, its officers, employees, and agents" as additional insured are required before any work is performed.

Exhibit A

Lump sum price for scope of work: \$ _____

Delay or Standby Hourly Rate: \$ _____

Other Fees/Charges:

Other 1: _____ \$ _____

Other 2: _____ \$ _____

Other 3: _____ \$ _____

Other 4: _____ \$ _____