

# RFP 20-01-07 - Water and Wastewater Plant Operation Services ORDERING INSTRUCTIONS

Commodity #450-041  
Expires April 2021 (option to renew through April 2024)

Buyer: Stephanie Hendershot

<u>VENDOR</u>	<u>Vendor #</u>	<u>Phone #</u>
Texas Operation & Professional Services	35001384	281-807-9500

## Schedule of Rates

### I. Basic Services

A. Monthly base fee Water Plants (three facilities)	\$1,950.00
B. Monthly base fee Wastewater Plants (three facilities)	\$3,950.00
C. Monthly base fee Lift Stations (three facilities)	\$750.00

### II. Labor Rates

	Per Hour
A. Company Officer	\$80.00
B. Manager	\$70.00
C. Supervisor/Senior Licensed Operator	\$52.00
D. Licensed Operator	\$47.00
E. Foreman	\$44.00
F. Equipment Operator	\$38.00
G. Crew Member	\$35.00
H. Skilled Laborer	\$32.00
I. Office Personnel	\$32.00

### III. Equipment Rates

	Per Hour
A. Backhoe	\$30.00
B. Half Ton Utility Truck	\$17.00
C. Flat Bed Truck / 1 Ton	\$22.00
D. Transport Trailer	\$15.00
E. Heavy Duty Trailer	\$20.00
F. Other Equipment	Cost Plus 15%

### IV. Other Services and Charges

A. Specialized Subcontract Repairs	Cost Plus 15%
B. Laboratory Analysis	Cost Plus 15%
C. Repair Materials	Cost Plus 15%
D. Subcontract Repairs	Cost Plus 15%
E. Meter Replacement – 1.5"	\$525.00
F. Meter Replacement – 1"	\$160.00
G. Meter Box Replacement	\$60.00
H. Meter Box Lid Replacement	\$30.00
I. Photocopies (each)	At Cost
J. Digital Photos (each)	\$2.00
K. Compliance with Disinfectant Residual Reporting	Time & Materials
L. Attendance at Board Meetings (1/month)	No Charge

\* Overtime rates of time and one-half will apply for work performed before 7:00 AM and after 5:00 PM during week days and daily on weekends and holidays.

# BASIC SERVICES

## WATER TASKS

WATER PLANT	ITEM	FREQUENCY	CONTRACT BILLING
	Maintain log book or white board activity record	Daily	Included in Base Fee
	Check/refill well oiler lubricant	Daily	Included in Base Fee
	Record GST levels	Daily	Included in Base Fee
	Record master flow meter reading	Daily	Included in Base Fee
	Record system pressure	Daily	Included in Base Fee
	Record booster pump ETM & run times	Daily	Included in Base Fee
	Exercise booster pumps / other equipment	Daily	Included in Base Fee
	Record air compressor ETM & run time	Daily	Included in Base Fee
	Record HPT air levels & psi	Daily	Included in Base Fee
	Record chemical feed rates	Daily	Included in Base Fee
	Record chemical scale wt./volume	Daily	Included in Base Fee
	Record chemical usage	Daily	Included in Base Fee
	Meas./record total cl. residuals in GST	Daily	Included in Base Fee
	Check for chlorine solution leaks	Daily	Included in Base Fee
	Coordinate chemical orders/delivery	Daily	Included in Base Fee
	Check status of control system	Daily	Included in Base Fee
	Trash pick-up	Daily	Included in Base Fee
	Inspect perimeter fence	Daily	Included in Base Fee
	Exchange chlorine tanks	As needed	Included in Base Fee
	Replace burnt out panel/fixture bulbs	Daily as needed	CONROE ISD STAFF
	Measure well flow rate	Weekly	Included in Base Fee
	Exercise well	Weekly	Included in Base Fee
	Exercise air compressor	Weekly	Included in Base Fee
	Test auto-dialer	Weekly	Included in Base Fee
	Exercise stand-by generator	Weekly	Included in Base Fee
	Exercise well motor and right-angle drive	Weekly	Included in Base Fee
	Lubricate well unit	Bi-Monthly	CONROE ISD STAFF
	Lubricate booster pump & ac units	Monthly	CONROE ISD STAFF
	Minor fence repair	Monthly	CONROE ISD STAFF
	Chlorinator maintenance	Quarterly	CONROE ISD STAFF
	SCBA inspection	1 x a year	CONROE ISD STAFF
	Fire extinguisher inspection	1 x a year	CONROE ISD STAFF
	Well production testing	2 x a year	Subcontractor
	Well meter calibration	2 x a year	Subcontractor
	Exterior tank inspections	1 x a year	Subcontractor
	Interior tank inspections	every 5 years	Subcontractor
	Record distribution system residuals	Daily	Included in Base Fee
	Test backflow preventers owned by District	1 x a year	CONROE ISD STAFF

## WASTEWATER TASKS

LIFT STATION	ITEM	FREQUENCY	CONTRACT BILLING
	Record lift pump ETM & run times	5 x a week	Included in Base Fee
	Exercise lift pumps	5 x a week	Included in Base Fee
	Check automated control system	Weekly	Included in Base Fee
	Visual observance of wet well level	5 x a week	Included in Base Fee
	Lift station cleaning	2 x a year	CONROE ISD STAFF
	Meter calibration	1 x a year	Subcontractor; Preventive Maintenance/Time & Materials

### WASTEWATER TREATMENT PLANT

Bar screen check/clean	daily	Included in Base Fee
Record effluent flow-instantaneous	daily	Included in Base Fee
Record effluent flow-continuous	daily	Included in Base Fee
Record flow final effluent	daily	Included in Base Fee
Record blower run time	daily	Included in Base Fee
Record lift pump run time	daily	Included in Base Fee
Record chlorine total residual	daily	Included in Base Fee
Record chlorine total used	daily	Included in Base Fee
Record manganese correction	daily	Included in Base Fee
Record chlorine residuals after correction	daily	Included in Base Fee
Record chlorine weight used	daily	Included in Base Fee
Record chlorine feed	daily	Included in Base Fee
Record SV30 Aeration	daily	Included in Base Fee
Record clarifier sludge blanket	daily	Included in Base Fee
Record wasting time	daily	Included in Base Fee
Record non-potable pump run time	5 x a week	Included in Base Fee
Record rain inches	daily	Included in Base Fee
Record sampler temperature	daily	Included in Base Fee
Record SO2 total used	daily	Included in Base Fee
Process control monitoring of pH, NH3	daily	Included in Base Fee
Keep facility activity log (or white board)	daily	Included in Base Fee
Inspect perimeter fence	daily	Included in Base Fee
Clarifier cleaning	as needed	Included in Base Fee
Record RAS	5 x a week	Included in Base Fee
Record WAS	5 x a week	Included in Base Fee
Process control monitoring of DO	2 x a week	Included in Base Fee
Clean office, bathroom, storage, control room	Weekly	Included in Base Fee
Test auto-dialer	Weekly	Included in Base Fee
Exercise stand-by generator	Weekly	Included in Base Fee
Inspect outfall	Monthly	Included in Base Fee
Lubricate equipment	Bi-Monthly	CONROE ISD STAFF
Minor fence repair	Monthly	CONROE ISD STAFF
Blower vibration analysis	1 x a year	Subcontractor
Fire extinguisher inspection	1 x a year	Subcontractor
SCBA inspection	1 x a year	Subcontractor

### ALL OTHER ITEMS ON TIME & MATERIALS

As needed/Board approval		
Operator authorized to spend up to \$2,000.00		