

Requirements for Water/Wastewater Operations and Maintenance Service Contract

The awarded Vendor of this Contract for services will supply all labor, tools, materials and certification necessary to provide routine operation and maintenance services for the potable water supply system and wastewater treatment plant facility and lift stations at the Joint Emergency Services Training Center (JESTC) facility in Zachary, La for 12 months with the option to renew for two additional years if performance is satisfactory. The awarded Vendor must make at least one service visit per week for the Contract period.

Water/Wastewater Treatment License/ Permit Required:

The Contractor must have at least two employees with a Class IV wastewater treatment license and a Class IV wastewater collection license with the State of Louisiana Department of Health. All license requirements must be met, but it is not required that both employees have both licenses. One of the employees is to be available to the site within one hour of request from the agency for regulatory or other emergency issues.

1. Plant inspections, operations adjustments, and reports:

- A. Vendor shall provide a minimum of **one service visit per week** for the number of hours required to complete the items listed below as necessary for the duration of the Contract period.
- B. Vendor shall sample, test, and submit any water samples as required by the LA Dept. of Environmental Quality, LA Dept. of Health and Hospitals, Office of Public Health, and the US EPA from both the water supply and wastewater facility.
- C. Vendor shall abide by but not be limited to: LA DEQ Class IV Sanitary Discharge General Permit, Parts I, II, & III, La. Dept. Of Health and Hospitals Office of Public Health, Sanitarian Codes Part XII Title 51 for Water Supplies and Part XIII Title 51 for Sewage Disposal.
- D. Complete operations and maintenance records shall be kept to document facility operations, including but not limited to discharge monitoring reports. (DMR's) E. Pumps and Blowers are to be inspected weekly for proper output and automatic operation; check valves, belts, level switches, alternators and alarm systems shall be checked and tested.
- E. Timers will be adjusted as necessary to achieve optimum process performance and energy savings and air distribution will be adjusted when needed to optimize aeration, return sludge flow, and skimmers.
- F. Through the routine operations check, adjustments will be made to maintain plant effluent quality; aerator to be inspected for proper color, mixing, odor, return sludge flow, air distribution, etc.; clarifier shall be inspected for scum build-up, supernate quality, odors, etc.
- G. Vendor to perform operation troubleshooting, development of process control strategies and record keeping systems, microscopic sludge evaluations, etc., and to establish and maintain process stability and effluent standards.

2. Routine Maintenance:

- A. This work will be done by the Vendor with assistance from the maintenance staff from JESTC. Vendor will provide all lubricants, greases, oil, etc. See below for replacement parts.

- B. Complete all routine maintenance as described in the manufactures operation and maintenance manuals.
- C. Lubricate as required all pumps, motors and blowers.
- D. Adjust and replace as necessary drive belts for pumps, blowers and compressors.
- E. Adjust and align motors, blowers and pumps.
- F. Replace filters.
- G. Replacement filters and drive belts will be borne by the State of Louisiana, JESTC. See Section 9,
(Parts and Labor)

3. Preventative Maintenance:

- A. This work will be done by the Vendor with assistance from the maintenance staff from JESTC. Vendor shall provide all lubricants, greases, oils, etc. See below for instructions on replacement parts.
- B. Complete all preventative maintenance as directed in the manufacturers operation and maintenance manuals.
- C. Complete monthly, quarterly, semi-annual, and annual preventive maintenance including, lubrication, oil changes, and filter cleaning.

4. Operational Reports:

- A. Submit operational reports that sufficiently document facility status, repairs completed, problems, etc. In order to provide information on operational integrity of equipment for the management staff.

5. Electrical Control System Troubleshooting:

- A. Complete inspection, maintenance and replacement of electrical control system components such as fuses, breakers, relays, contacts, transformers, capacitors, timers, level switches, pressure switches, etc. See below for parts and labor.

6. Sludge Removal:

- A. Vendor will notify JESTC management staff when sludge removal is needed. Notification will be at least two weeks before amount of sludge reaches maximum level for disposal.

7. Lab Testing:

- A. All testing required must be done by a lab accredited by the Louisiana Department of Environmental Quality.
- B. Vendor will submit the quarterly discharge monitoring reports (DMR) to the Louisiana DEQ



and retain a copy for JESTC.

C. Vendor is responsible for all the LPDES samples required.

8. Vendor Employee Requirements:

A. There must be at least one employee with a Class IV Wastewater Operator's License at each visit to the site and available on a one hour call out notice.

****Provide Contact Information for this Requirement: ****

Name of Person(s), Cell Number, Office Number, Alternate Phone Number.

B. Each employee that will operate, assist, or enter the site may be required to pass a security clearance by the Louisiana State Police.

9. Parts and Labor for Repairs or other Services:

A. Parts and labor for repairs or replacement of parts not covered by the service and maintenance agreement will be borne by the State of Louisiana. However, no repairs or services will be performed until the Vendor submits a written quote to the director of the facility and receives his/her specific approval to begin the work described in the quotation.

B. Maximum price per part Vendor may charge the State is the manufacturer's suggested list price. Vendor must provide proof of list price before payment is made.

10. Optional Services to Include But Not Limited To:

A. Vendor will be available to JESTC on a priority basis.

B. Provide management staff with operations and maintenance technical assistance in analyzing operation efficiency, cost effectiveness of repair vs. Replacement of facility equipment, etc.

C. Provide engineering management consulting services.

D. Provide emergency pumping services.

E. Complete repairs to wastewater collection system.

F. Complete repairs to water distribution system.

G. Rebuilding of pumps and blowers.

H. Complete machine or shop work on pumps, blowers, motors, etc.

I. Rewinding motors or bearing and seal replacement

J. Completing capital improvements and refurbishing, such as replacement of plant plumbing, rewiring plants and lift stations, alarm installations, etc.

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- K. Supplying chlorine gas.
- L. Supplying chlorine and sulfur dioxide tablets.
- M. Resampling due to non-compliance.
- N. Filing of permit applications and permit negotiations.

11. Emergency Callout Services:

A. 24 hour emergency call-out services will be maintained. After hours and weekend/holidays will be billed at the prices per hour quoted in this solicitation.

Emergency Callout Services Rates:

Monday - Friday 8:00 AM To 5:00 PM

Cost Per Hour: Hourly Contract rate

Monday - Friday, after 5:00 PM

Cost per Hour: Time and a half of hourly Contract rate

Saturday and Sunday or State Holiday.

Cost per Hour: Time and a half of hourly Contract rate

Contact Person at Facility:

Richard Perry
(225) 978-8287

12. Invoicing:

A. Vendor shall invoice the State of Louisiana, Finance Disbursements Section at the end of each month's service. Vendor's employee servicing the facility shall leave documentation signed by a state employee as verification of services rendered.