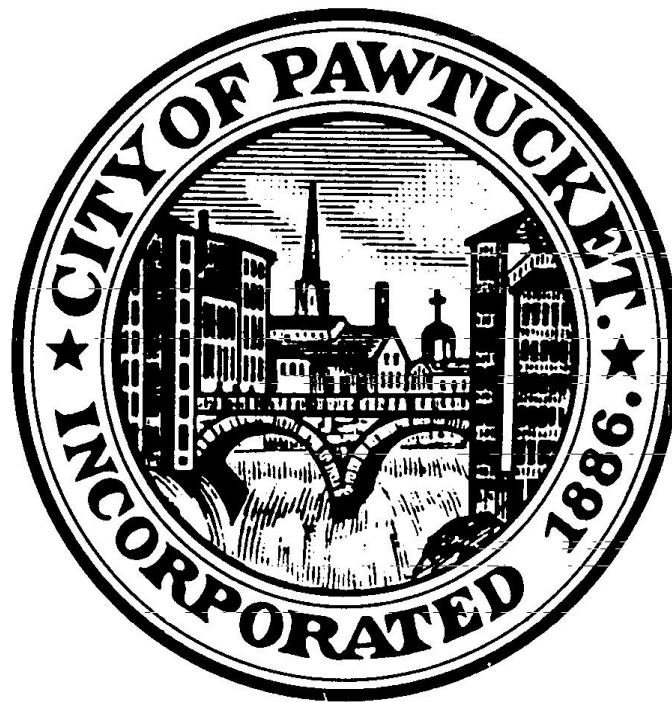


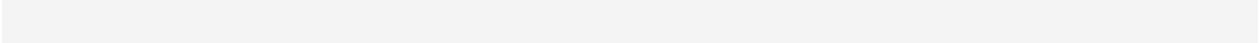
# CITY OF PAWTUCKET

## REQUEST FOR PROPOSALS



**RFP #23-008**  
**Sewer Cleaning & Camera Inspection Services**

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## 1.0 - Bid/Solicitation Information

### Schedule

Pre-Bid/Proposal Conference:  No  Yes

**Requests for Further Information: September 29, 2022 at 12:00 PM**

Requests for information or clarification must be made electronically to the attention of:

Peter Wingate, Director of Purchasing

E-mail: [pwingate@pawtucketri.com](mailto:pwingate@pawtucketri.com)

Please reference the RFP / LOI number on all correspondence. Answers to questions received, if any, will be posted on the internet as an addendum to this bid solicitation.

**RFP Submission Deadline: October 13, 2022 at 12:00 PM.**

**Late submittals will not be considered.**

Proposals must be mailed or hand-delivered in a sealed envelope **marked with the RFP/Bid # and Project Name** to:

Pawtucket City Hall - Purchasing Office

137 Roosevelt Avenue

Pawtucket, RI 02860

Bids will be opened in public at 4:00 PM on October 13, 2022 at the Purchasing Board Meeting that will take place in the City Council Chamber on the 3<sup>rd</sup> floor of the Pawtucket City Hall.

### Bonds/Surety Required

Surety Bond:  No  Yes

Bidder is required to provide a bid surety in the form of a bid bond or certified check payable to the City of Pawtucket in an amount not less than five percent (5%) of the bid price.

Performance Bond:  No  Yes

The successful bidder will be required to furnish all insurance documentation as outlined in the attached Purchasing Rules & Regulations and General Terms & Conditions of Purchase.

Retainage:  No  Yes

Per RIGL 37-12-10, a retainer of five percent (5%) will be deducted from payments made to the vendor to secure satisfactory performance of the contractual work.

### Miscellaneous

The bid process and resulting contract are subject to the Rules and Regulations and General Terms and Conditions of Purchase. Submission of a bid in response to this solicitation is acknowledgement and acceptance of these Rules and Regulations and General Terms and Conditions of Purchase.

The City of Pawtucket reserves the right to award on the basis of cost alone, accept or reject any or all bids, and to act in its best interest including, but not limited to, directly negotiating with any vendor who submits a proposal in response to this RFP and to award a contract based upon the results of those negotiations alone. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The City of Pawtucket may, at its sole option, elect to require presentations(s) by bidders clearly in consideration for award.

## 2.0 - Instructions and Notifications to Bidders

- It is the vendor's responsibility to examine all specifications and conditions thoroughly, and comply fully with specifications and all attached terms and conditions. Vendors must comply with all Federal, State, and City laws, ordinances and regulations, and meet any and all registration requirements where required for contractors as set forth by the State of Rhode Island. Failure to make a complete submission as described herein may result in a rejection of the proposal.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the bidder. The City of Pawtucket assumes no responsibility for these costs.
- A submittal may be withdrawn by written request to the Purchasing Agent by the proposer prior to the stated RFP deadline.
- Prior to the proposal deadline established for this RFP, changes may be made to a proposal already received by the City if that vendor makes a request to the Purchasing Agent, in writing, to do so. No changes to a proposal shall be made after the RFP deadline.
- Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the Purchasing Agent. Should any vendor object to this condition, the vendor must provide objection through a question and/or complaint to the Purchasing Agent prior to the proposal deadline.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- The vendor has full responsibility to ensure that the proposal arrives at the Purchasing Division Office prior to the deadline set out herein. The City assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Postmarking by the due date will not substitute for actual receipt of response by the due date. Proposals arriving after the deadline may be returned, unopened, to the vendor, or may simply be declared non-responsive and not subject to evaluation, at the sole discretion of the Purchasing Agent. **For the purposes of this requirement, the official time and date shall be that of the time clock in the City of Pawtucket's Purchasing Office.**
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the bidder's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- Bidders are advised that all materials submitted to the City of Pawtucket for consideration in response to this Request for Proposals shall be considered to be public records as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and may be released for inspection immediately upon request once an award has been made.
- Vendors are responsible for errors and omissions in their proposals. No such error or omission shall diminish the vendor's obligations to the City.
- The City reserves the right to reject any or all proposals, or portions thereof, at any time, with no penalty. The City also has the right to waive immaterial defects and minor irregularities in any submitted proposal at its sole discretion. All material

submitted in response to this RFP shall become the property of the City of Pawtucket upon delivery to the Purchasing Agent.

- The City asks that companies refrain from requesting proposal information concerning other respondents until an intention to award is determined, as a measure to best protect the solicitation process, particularly in the event of a cancellation or re-solicitation. Proposal materials become public information only after a contract is awarded.

## **3.0 - Overview**

The City of Pawtucket (“the City”), through its Department of Public Works (“DPW”), is seeking bids from experienced vendors to perform sewer cleaning and closed-circuit television (CCTV) inspection services (“the work”). The work will include, but shall not be limited to:

- Non-destructive removal of sediment, grease, roots, and all other incidental debris from the City’s sanitary, combined, and separate storm sewer systems using high-pressure/high-flow-rate water jetting, vacuuming, chain scraping, and similar sewer cleaning equipment.
- CCTV inspection of various-sized (>12” diameter) sewer main pipes and subsequent reporting of inspection results in a format specified by the City.

The City reserves the right to award this contract to multiple vendors (“the Contractor(s)"). Services shall be provided on an on-call basis, and the contract agreement between the City and the selected vendor(s) shall be structured as follows:

- One-year base contract term with all work completed according to a pre-determined and fixed pricing schedule
- Two additional one-year renewals may be executed at the City’s sole discretion. Pricing for each contract term shall be specified on the Bid Form provided herein.
- Whereas the City shall periodically require the Contractor to respond to emergency requests for service, the Contractor shall guarantee its availability to receive and respond to emergency service requests 365 days per year. The vendor shall provide a response to emergency service requests within 24 hours of notification from the City.

## **4.0 - Scope of Work**

### 4.1 Location

All sewer cleaning and CCTV inspection services (“the work”) included in this contract shall be performed in the City of Pawtucket, Rhode Island. As services are sought on an on-call basis, the precise location of work sites shall be determined during the contract term, pending requests for service from City residents and businesses.

### 4.2 Sewer System Information

The City of Pawtucket maintains approximately 184 miles of sanitary, combined, and separate storm sewers (“the System”). Graphical approximations of the system are shown on the figures provided in Appendix C. Additional detail regarding the system is as follows:

- The System is predominantly (90%±) combined (sanitary and storm drainage), with some separate storm sewers (MS4) located close to rivers such as the Blackstone, Ten Mile, and Moshassuck. The combined sewer system discharges at Narragansett Bay Commission’s Bucklin Point Treatment Facility in East Providence, RI.
- The System is aged generally 80 years and older, with some elements of the combined sewers constructed in the 1860s. Large diameter (>24”) mains and interceptors are typically brick and mortar construction. Smaller pipes and other components are typically concrete or vitrified clay construction.
- The City operates five (5) pump stations located at Branch St, Slater Park, Stafford St, Pinecrest Drive and Narragansett Park Drive. The remainder of the System is gravity driven.

### 4.3 General Requirements

- The Contractor shall supply all manpower (labor), equipment, materials, and other incidental items necessary to complete the work as specified in this RFP. The costs associated with each of these items shall be included in the Contractor's bid.
- Respondents to this RFP shall include with their bid proposal documentation satisfactory to the DPW that they have a minimum of three (3) years' experience providing the services requested herein.
- Respondents to this RFP shall include with their bid proposal a list of equipment that shall be used to perform service in accordance with the specifications provided herein.
- The Contractor shall be responsible for safe and orderly operations at the work site. At a minimum, the Contractor shall take the following precautions:
  - Remove and protect any obstacles that may interfere with contract operations
  - Protect the System from damage that might be inflicted by the improper use of cleaning or inspection equipment.
  - Installing temporary flow bypass(es) as necessary to enable uninterrupted service of the System upstream of the appurtenance (main line, manhole, catch basin, etc.) being cleaned or inspected.
  - Immediately upon completion of operations in a given area, the Contractor shall be responsible for returning the area to its existing condition, satisfactory to the DPW.
  - Where necessary, diversion of traffic shall be provided by the Pawtucket Police Department. The Contractor shall be responsible for scheduling police details. Respondents to this RFP shall not include the costs of any anticipated Police details in their bid, as these costs will be paid by the City directly.
- The City will provide the Contractor with access to non-potable water as needed to fulfill service requests. The costs of obtaining this water shall be borne by the City and not included in the Contractor's bid.
- The Contractor shall provide legal disposal of all materials removed from the System. Costs associated with the disposal shall be borne initially by the Contractor and then invoiced to the City as a qualified expense of the Contract. Disposal expenses shall be those imposed by the disposal facility and shall not be subject to the Contractor's overhead and/or profit markup. Respondents to this RFP shall not include disposal costs in their bid.

### 4.4 Scope Detail

A general description of the work is included below, and is not intended to represent the comprehensive scope of work required under this contract. Given the on-call nature of this contract, each request for service will entail a unique, site-specific scope of work. Generally, the DPW will direct the Contractor as to services required at a particular site pursuant to requests that it, in turn, has received from City residents and businesses.

Detailed specifications for the execution of the work required under this contract are provided in Appendix D (Pawtucket Sewer Line Cleaning Guide).

#### 4.4.1 Sewer Cleaning

#### 4.4.1.1 Tasks

Sewer cleaning services shall generally consist of the following:

- Thoroughly clean main lines using high-pressure water jetting, high-flow vacuuming, power rodding, or mechanical cutting (“chain flailing” or similar) to remove all material (“spoils”) including sludge, dirt, rocks, grease, organics, roots, debris, and other solid or semisolid material.
- Install a temporary catchment apparatus at the nearest available downstream System access point (e.g. manhole) to trap all spoils cleared and flushed from the sewer. Provide neat and orderly removal of spoils from the System, and provide legal disposal of spoils. Remove the temporary catchment apparatus from the System following removal of spoils.
- Provide the City with reports of the cleaning activity as specified in the Sewer Line Cleaning Guide.

#### 4.4.1.2 Scheduling

As a general practice, the DPW schedules routine (non-emergency) service when a backlog of work sufficient to occupy at least one full shift of the Contractor’s time has accumulated. As noted in the Sewer Line Cleaning Guide and Sewer Line CCTV Inspection Guide, a full shift is defined as eight (8) hours on site for a minimum of two (2) personnel, one of whom must be a foreman/supervisor. A routine service request must be fulfilled within the DPW’s normal hours of operation. Contractor shall mobilize in response to routine service requests within five (5) working days of notice provided by the City.

Emergency requests for service require the Contractor to mobilize to each incident site as soon as possible after receiving direction from the City. In no case shall the Contractor fail to mobilize to an emergency service site within 24 hours. The City will compensate the Contractor for a minimum of four (4) hours of service for emergency service requests.

### 4.4.2 CCTV Inspection

#### 4.4.2.1 Tasks

Sewer CCTV Inspection services shall generally consist of the following:

- Prepare system appurtenance for inspection, including cleaning the appurtenance as necessary.
- Inspect system appurtenance using CCTV equipment designed for use within a sanitary sewerage collection system, and record inspection per the specifications included in Appendix E.
- Provide DPW with a digital copy of the inspection video and a report of inspection results, as specified in Appendix E.

#### 4.4.2.2 Scheduling

The scheduling of CCTV Inspection work shall generally follow the format described in Section 4.4.1.2 of this RFP.



## **5.0 - Insurance**

The vendor shall maintain and keep in force such comprehensive general liability insurance as shall protect them from claims which may arise from operations under any contract entered into with the City of Pawtucket, whether such operations be by themselves or by anyone directly or indirectly employed by them.

The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

The City of Pawtucket shall be named as additional insured on the vendor's General Liability Policy.

The vendor shall maintain and keep in force such Workers' compensation insurance limits as required by the statutes of the State of Rhode Island, and Employer's Liability with limits no less than \$500,000.

## **6.0 - Acknowledgement of Risk & Hold Harmless Agreement**

In addition to the indemnity provisions in the City of Pawtucket's Terms and Conditions of Purchase and to the fullest extent permitted by law, the selected vendor, its officers, agents, servants, employees, parents, subsidiaries, partners, officers, directors, attorneys, insurers, and/or affiliates (Releasors) agree to release, waive, discharge and covenant not to sue the City of Pawtucket, its officers, agents, servants or employees (Releasees) from any and all liability, claims, cross-claims, rights in law or in equity, agreements, promises demands, actions and causes of action whatsoever arising out of or related to any loss, damage, expenses (including without limitation, all legal fees, expenses, interest and penalties) or injury (including death), of any type, kind or nature whatsoever, whether based in contract, tort, warranty, or other legal, statutory, or equitable theory of recovery, which relate to or arise out of the Releasors use of or presence in and/or on City of Pawtucket property. The Releasors agree to defend, indemnify and hold harmless the Releasees from (a) any and all claims, loss, liability, damages or costs by any person, firm, corporation or other entity claiming by, through or under Releasors in any capacity whatsoever, including all subrogation claims and/or claims for reimbursement, including any court costs and attorney's fees, that may incur due to Releasors use of or presence in and on City of Pawtucket property; and (b) any and all legal actions, including third-party actions, cross-actions, and/or claims for contribution and/or indemnity with respect to any claims by any other persons, entities, parties, which relate to or arise out of Releasors use of or presence in and on City of Pawtucket property.

The Releasors acknowledge the risks that may be involved and hazards connected with use of or presence in and on City of Pawtucket property but elect to provide services under any contract with the City of Pawtucket with full knowledge of such risks. Releasors also acknowledge that any loss, damage, and/or injury sustained by Releasors is not covered by Releasees insurance. Releasors agree to become fully aware of any safety risks involved with the performance of services under any contract with the City of Pawtucket and any safety precautions that need to be followed and agree to take all such precautions.

The duty to indemnify and/or hold harmless the City of Pawtucket shall not be limited by the insurance required under the City of Pawtucket Terms and Conditions of Purchase.

## **7.0 - Additional Insurance Requirements**

In addition to the insurance provisions in the City of Pawtucket Terms and Conditions of Purchase, the liability insurance coverage, except Professional Liability, Errors and Omissions or Workers' Compensation insurance required for performance of a contract with the City of Pawtucket shall include the City of Pawtucket, its divisions, officers and employees as Additional Insured but only with respect to the selected vendor's activities under the contract. The insurance required through a policy or endorsement shall include:

- A. a Waiver of Subrogation waiving any right to recovery the insurance company may have against the City of Pawtucket; and
- B. a provision that the selected vendor's insurance coverage shall be primary with respect to any insurance, self insurance or self retention maintained by the City of Pawtucket and that any insurance, self insurance or self retention maintained by the City of Pawtucket shall be in excess of the selected vendor's insurance and shall not contribute.

There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal without thirty (30) days written notice from the selected vendor or its insurer(s) to the City of Pawtucket's Purchasing Agent. Any failure to comply with the reporting provision of this clause shall be grounds for immediate termination of the contract with the City of Pawtucket.

Insurance coverage required under the contract shall be obtained from insurance companies acceptable to the City of Pawtucket. The selected vendor shall pay for all deductibles, self-insured retentions and/or self-insurance included hereunder.

The City of Pawtucket's Purchasing Agent reserves the right to consider and accept alternative forms and plans of insurance or to require additional or more extensive coverage for any individual requirement.

## **8.0 - Proposal Content and Organization**

Pricing must include all costs as specified in this solicitation. Pricing for this proposal must be indicated on the Bid Form in Section 12.0 and must be submitted in a separate, sealed envelope marked with the words "Pricing Proposal". Only one pricing proposal needs to be submitted.

All Bid Forms must be signed.

Vendors must include on the Bid Form a list of at least four (4) references with whom they have contracted to do similar work by including the company name, telephone number, contact person, and number of years they have served this customer. Preferably, references should be municipalities which are of approximate size as the City of Pawtucket, and a website address should be included if available.

Respondents must also include an overview of their company's experience including, but not limited to, the number of years the company has been providing these services, the size of the company (including the number of employees and locations), a description of work undertaken that is similar to what is being requested in this RFP, and, if applicable, certifications that show a knowledge of equipment that would be serviced or provided under this contract.

If any subcontractors are to be used in the performance of any work contracted for under this RFP, please list their name(s), contractor license #, address and phone number, and specific description of the subcontract work to be performed.

Two (2) copies of your proposal, one (1) original and one (1) copy, must be submitted at the time of submission. Proposals must be in the following format:

Bid Form

Company overview

Length of time your firm has been in business

Length of time at current address

All licensing (List types and business license number(s)), certification and permits as required in the Scope of Work

Please state any and all additions, deletions, and exceptions, if any, that you are taking to any portion of this proposal. If not addressed specifically, the City of Pawtucket assumes that the vendor will adhere to all terms and conditions listed in this RFP.

Submission of a proposal is acknowledgement and acceptance of the City of Pawtucket's Purchasing Rules and Regulations and General Terms and Conditions of Purchase.

## **9.0 - Evaluation Criteria**

The evaluation of proposals will be conducted in a time frame convenient to the City.

The City of Pawtucket reserves the right to award on the basis of cost alone, accept or reject any or all proposals, and to otherwise act in its best interest including, but not limited to, directly negotiating with any Supplier who submits a proposal in response to this RFP and to award a contract based upon the results of those negotiations alone. Further, the City reserves the right to waive irregularities it may deem minor in its consideration of proposals.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The City of Pawtucket may elect to require presentations(s) by vendors in consideration for award.

Proposals will be evaluated in three (3) phases:

1. The first phase is an initial review to determine if the proposal, as submitted, is complete. To be complete, a proposal must meet all the requirements of this RFP.
2. The second phase is an in-depth analysis and review based on criteria below and their associated weights.

<u>Evaluation Criteria</u>	<u>Importance</u>
Experience/Qualifications*	40%
<i>* as determined by bidders' documentation of their experience and references.</i>	
Price	60%

3. The third is a comparison of each proposal's weighted evaluation relative to the costs proposed.

In the event that the City requires further information and/or a demonstration of any equipment or process offered in any proposal, all vendors asked for same will do so at no cost to the City.

## **10.0 - Miscellaneous**

Vendors shall at all times comply with all federal, state, and local laws, ordinances and regulations and shall defend, indemnify and save harmless the City of Pawtucket against any claims arising from the violation of any such laws, ordinances and regulations, including but not limited to challenges as to the legality of any and all vendor installations.

The City is exempt from the payment of the Rhode Island State Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph 1, as amended. Further, the City is also exempt from the payment of any excise or federal transportation taxes. The proposal prices submitted must be exclusive of same, and will be so construed.

The City of Pawtucket reserves the right to cancel an agreement with the Vendor with thirty (30) days written notice and to award the contract to the next highest evaluated bidder.

The City of Pawtucket reserves the right to renegotiate the terms of this contract with the Vendor for subsequent years provided the Vendor agrees to the contract terms for the renewal period.

The payment and performance of any obligations under this contract for years beyond the first fiscal year are subject to the availability of funds.

# 11.0 – Bid Form

## 23-008 – Sewer Cleaning and Camera Inspection Services

Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_

(Include Name, Address and Telephone No.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and remittance address that will appear on invoices:

Physical address of business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### General Information

Is your firm a sole proprietorship doing business under a different name? \_\_\_\_ Yes \_\_\_\_ No

If yes, please indicate sole proprietorship, a name, and the name you are doing business under.

\_\_\_\_\_  
\_\_\_\_\_

Is your firm incorporated? \_\_\_\_ Yes \_\_\_\_ No

Will any of the work spelled out in this bid be outsourced? \_\_\_\_ Yes \_\_\_\_ No

If so, please explain below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you or your firm been subject to suspension, debarment or criminal conviction by the City of Pawtucket, the State of Rhode Island, or any other jurisdiction?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have the City of Pawtucket and/or the State of Rhode Island ever terminated contracts with your firm for cause?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Has your firm ever withdrawn from a contract with the City of Pawtucket and/or the State of Rhode Island during its performance?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you or your firm been involved in litigation against the City of Pawtucket and/or the State of Rhode Island.

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you answered yes to any of the foregoing, please explain the circumstances below. If you or your firm has been involved in litigation against the City of Pawtucket and/or the State of Rhode Island, please include the case caption, case number and status. (If more space is needed, please attach separate sheet and submit with the bid.)

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Is your company bonded? Yes \_\_\_\_ No \_\_\_\_

Please describe the nature and extent of all insurance coverage:

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Addenda

The following Addenda have been received. The noted modifications to the Bidding Documents have been considered and all costs are included in the Bid Sum.

Addendum #1, Dated: \_\_\_\_\_

Addendum #2, Dated: \_\_\_\_\_

Addendum #3, Dated: \_\_\_\_\_

References

Please list at least four (4) companies' with whom you have contracted to provide similar services. Preferably, references should be municipalities which are of approximate size as the City of Pawtucket, and a website address should be included if available.

Reference #1  
Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Contract Dates: \_\_\_\_\_ To \_\_\_\_\_  
Email Address: \_\_\_\_\_

Reference #2  
Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Contract Dates: \_\_\_\_\_ To \_\_\_\_\_  
Email Address: \_\_\_\_\_

Reference #3  
Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Contract Dates: \_\_\_\_\_ To \_\_\_\_\_  
Email Address: \_\_\_\_\_

Reference #4  
Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Contract Dates: \_\_\_\_\_ To \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Pricing Proposal – RFP 23-008**

Having examined RFP # 23-008, we propose to enter into a contract to perform services per the bid specifications for the costs listed below:

CONTRACT YEAR 1 – NOVEMBER 1, 2022 - OCTOBER 31, 2023				
Payment Item	Estimated Quantity	Units	Unit Bid Price (\$USD)	Subtotal (\$USD)
Jet / Vacuum Sewer Cleaning Equipment & Required Personnel Routine Service (One Full Shift, i.e. 8 Hours On Site)	1	Full Shift	/ shift	
Closed Circuit Television Sewer Inspection Equipment & Required Personnel Routine Service (One Full Shift, i.e. 8 Hours On Site)	1	Full Shift	/ shift	
Jet / Vacuum Equipment and CCTV Inspection Equipment & Required Personnel Routine Service (One Full Shift, i.e. 8 Hours On Site)	6	Full Shift	/ shift	
Specialty Root and/or Grease Cleaning Equipment & Required Personnel Routine Service (One Full Shift, i.e. 8 Hours On Site)	3	Full Shift	/ shift	
Jet / Vacuum Sewer Cleaning Equipment & Required Personnel <b>Emergency Service (4-Hour Minimum On Site)</b>	4	Hours	/ hour	
Closed Circuit Television Sewer Inspection Equipment & Required Personnel <b>Emergency Service (4-Hour Minimum On Site)</b>	4	Hours	/ hour	
Jet / Vacuum Equipment and CCTV Inspection Equipment & Required Personnel <b>Emergency Service (4-Hour Minimum On Site)</b>	8	Hours	/ hour	
Specialty Root and/or Grease Cleaning Equipment & Required Personnel <b>Emergency Service (4-Hour Minimum On Site)</b>	8	Hours	/ hour	
<b>TOTAL BID (\$USD), CONTRACT YEAR 1 =</b>				
<b>TOTAL BID IN WORDS:</b>				



**CONTRACT YEAR 2 – NOVEMBER 1, 2023 – OCTOBER 31, 2024**

Payment Item	Estimated Quantity	Units	Unit Bid Price (\$USD)	Subtotal (\$USD)
Jet / Vacuum Sewer Cleaning Equipment & Required Personnel Routine Service (One Full Shift, i.e. 8 Hours On Site)	2	Full Shift	/ shift	
Closed Circuit Television Sewer Inspection Equipment & Required Personnel Routine Service (One Full Shift, i.e. 8 Hours On Site)	2	Full Shift	/ shift	
Jet / Vacuum Equipment and CCTV Inspection Equipment & Required Personnel Routine Service (One Full Shift, i.e. 8 Hours On Site)	12	Full Shift	/ shift	
Specialty Root and/or Grease Cleaning Equipment & Required Personnel Routine Service (One Full Shift, i.e. 8 Hours On Site)	6	Full Shift	/ shift	
Jet / Vacuum Sewer Cleaning Equipment & Required Personnel <b>Emergency Service (4-Hour Minimum On Site)</b>	4	Hours	/ hour	
Closed Circuit Television Sewer Inspection Equipment & Required Personnel <b>Emergency Service (4-Hour Minimum On Site)</b>	4	Hours	/ hour	
Jet / Vacuum Equipment and CCTV Inspection Equipment & Required Personnel <b>Emergency Service (4-Hour Minimum On Site)</b>	16	Hours	/ hour	
Specialty Root and/or Grease Cleaning Equipment & Required Personnel <b>Emergency Service (4-Hour Minimum On Site)</b>	16	Hours	/ hour	
<b>TOTAL BID (\$USD), CONTRACT YEAR 2 =</b>				
<b>TOTAL BID IN WORDS:</b>				

**CONTRACT YEAR 3 – NOVEMBER 1, 2024 – OCTOBER 31, 2025**

Payment Item	Estimated Quantity	Units	Unit Bid Price (\$USD)	Subtotal (\$USD)
Jet / Vacuum Sewer Cleaning Equipment & Required Personnel Routine Service (One Full Shift, i.e. 8 Hours On Site)	2	Full Shift	/ shift	
Closed Circuit Television Sewer Inspection Equipment & Required Personnel Routine Service (One Full Shift, i.e. 8 Hours On Site)	2	Full Shift	/ shift	
Jet / Vacuum Equipment and CCTV Inspection Equipment & Required Personnel Routine Service (One Full Shift, i.e. 8 Hours On Site)	12	Full Shift	/ shift	
Specialty Root and/or Grease Cleaning Equipment & Required Personnel Routine Service (One Full Shift, i.e. 8 Hours On Site)	6	Full Shift	/ shift	
Jet / Vacuum Sewer Cleaning Equipment & Required Personnel <b>Emergency Service (4-Hour Minimum On Site)</b>	4	Hours	/ hour	
Closed Circuit Television Sewer Inspection Equipment & Required Personnel <b>Emergency Service (4-Hour Minimum On Site)</b>	4	Hours	/ hour	
Jet / Vacuum Equipment and CCTV Inspection Equipment & Required Personnel <b>Emergency Service (4-Hour Minimum On Site)</b>	16	Hours	/ hour	
Specialty Root and/or Grease Cleaning Equipment & Required Personnel <b>Emergency Service (4-Hour Minimum On Site)</b>	16	Hours	/ hour	
<b>TOTAL BID (\$USD), CONTRACT YEAR 3 =</b>				
<b>TOTAL BID IN WORDS:</b>				

**Bid Form Signature (RFP 23-008, Sewer Cleaning and Camera Inspection Services)**

---

(Bidder Name – Please Print)

By: \_\_\_\_\_  
(Signature) (Print)

Title: \_\_\_\_\_

**\*\*\*\*\* BID FORM MUST BE SIGNED \*\*\*\*\***

**ANTI-KICKBACK ACKNOWLEDGMENT**

**ALL BIDDERS/OFFERORS MUST ATTEST TO THE FOLLOWING:**

The vendor acknowledges, under the pains and penalties of perjury, that he/she has not been offered, paid, or solicited for any contribution or compensation, nor has he/she been granted a gift, gratuity, or other consideration, either directly or indirectly by any officer, employee or member of the governing body of the City of Pawtucket who exercises any functions or responsibilities in connection with either the award or execution of the project to which this contract pertains.

Further, the vendor acknowledges, under the pains and penalties of perjury, that he/she has not offered, paid, or solicited by way of any contribution or compensation, nor has he/she granted a gift, gratuity or other consideration either directly or indirectly to any officer, employee, or member of the governing body of the City of Pawtucket who exercises any functions or responsibilities in connection with either the award or execution of the project to which this project or contract pertains.

\_\_\_\_\_  
SIGNATURE OF OFFEROR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY

Title of RFP:

\_\_\_\_\_

# Appendix B

## CITY OF PAWTUCKET GENERAL TERMS AND CONDITIONS OF PURCHASE

### *Preamble*

The City of Pawtucket's Purchasing Office may, from time to time, make amendments to the General Terms and Conditions when the City of Pawtucket's Purchasing Agent determines that such amendments are in the best interest of the City of Pawtucket. Amendments shall be made available for public inspection at the Purchasing Office located in Pawtucket City Hall but shall not require formal public notice and hearing. Copies of the Terms and Conditions shall be provided to any individual or firm requesting them.

### **CITY OF PAWTUCKET'S PURCHASING OFFICE GENERAL CONDITIONS OF PURCHASE**

All City of Pawtucket purchase orders, contracts, solicitations, delivery orders and service requests shall incorporate and be subject to the provisions of Rhode Island General Laws 8-15-4 and the City of Pawtucket purchasing rules and regulations adopted pursuant thereto, all other applicable provisions of the Rhode Island General Laws, the Pawtucket City Charter, specific requirements described in the Request or Contract, and the following General Conditions of Purchase:

1. **GENERAL**

All purchase orders, contracts, solicitations, delivery orders, and service requests are for specified goods and services, in accordance with express terms and conditions of purchase, as defined herein. For the purposes of this document, the terms "bidder" and "contractor" refer to any individual, firm, corporation, or other entity presenting a proposal indicating a desire to enter into contracts with the City of Pawtucket, or with whom a contract is executed by the City of Pawtucket's Purchasing Agent, and the term "contractor" shall have the same meaning as "vendor".

2. **ENTIRE AGREEMENT**

The City of Pawtucket's Purchase Order, or other City of Pawtucket contract endorsed by the City of Pawtucket Purchasing Office, shall constitute the entire and exclusive agreement between the City of Pawtucket and any contractor receiving an award. In the event any conflict between the bidder's standard terms of sale, these conditions or more specific provisions contained in the solicitation shall govern.

All communication between the City of Pawtucket and any contractor pertaining to any award or contract shall be accomplished in writing.

- a. Each proposal will be received with the understanding that the acceptance, in writing, by contract or Purchase Order by the City of Pawtucket Purchasing Agent of the offer to do work or to furnish any or all the materials, equipment, supplies or services described therein shall constitute a contract between the bidder and the City of Pawtucket. This shall bind the bidder on his part to furnish and deliver at the prices and in accordance with the conditions of said accepted proposal and detailed specifications and the City of Pawtucket on its part to order from such contractor (except in case of emergency) and to pay for at the agreed prices, all materials, equipment, supplies or services specified and delivered. A contract shall be deemed executory only to the extent of funds available for payment of the amounts shown on Purchase Orders issued by the City of Pawtucket to the contractors.
- b. No alterations or variations of the terms of the contract shall be valid or binding upon the City of Pawtucket unless submitted in writing and accepted by the City of Pawtucket Purchasing Agent. All orders and changes thereof must emanate from the City of Pawtucket Purchasing Office: no oral agreement or arrangement made by a contractor with a department or employee will be considered to be binding on the City of Pawtucket Purchasing Agent, and may be disregarded.
- c. Contracts will remain in force for the contract period specified or until all articles or services ordered before date of termination shall have been satisfactorily delivered or rendered and accepted and thereafter until all terms and conditions have been met, unless:
  1. terminated prior to expiration date by satisfactory delivery against orders of entire quantities, or
  2. extended upon written authorization of the City of Pawtucket Purchasing Agent and accepted by the contractor, to permit ordering of the unordered balances or additional quantities at the contract price and in accordance with the contract terms, or

3. canceled by the City of Pawtucket in accordance with other provisions stated herein.
  - d. It is mutually understood and agreed that the contractor shall not assign, transfer, convey, sublet or otherwise dispose of this contract or his right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of the City of Pawtucket Purchasing Agent.
  - e. If, subsequent to the submission of an offer or issuance of a purchase order or execution of a contract, the bidder or contractor shall merge with or be acquired by another entity, the contract may be terminated, except as a corporate resolution prepared by the contractor and the new entity ratifying acceptance of the original bid or contract terms, condition, and pricing is submitted to the City of Pawtucket Purchasing Office, and expressly accepted.
  - f. The contractor or bidder further warrants by submission of an offer or acceptance of a purchase order or other contract that he has no knowledge at the time of such action of any outstanding and delinquent or otherwise unsettled debt owed by him to the City of Pawtucket, and agrees that later discovery by the City of Pawtucket Purchasing Agent that this warranty was given in spite of such knowledge, except where the matter is pending in hearing or from any appeal therefrom, shall form reasonable grounds for termination of the contract.

### 3. SUBCONTRACTS

No subcontracts or collateral agreements shall be permitted, except with the City of Pawtucket's express written consent. Upon request, contractors must submit to the City of Pawtucket Purchasing Office a list of all subcontractors to be employed in the performance of any Purchase Order or other contract arising from this Request.

### 4. RELATIONSHIP OF PARTIES

The contractor or bidder warrants, by submission of an offer or acceptance of a purchase order or other contract, that he is not an employee, agent, or servant of the City of Pawtucket, and that he is fully qualified and capable in all material regards to provide the specified goods and services. Nothing herein shall be construed as creating any contractual relationship or obligation between the City of Pawtucket and any sub-bidder, subcontractor, supplier, or employee of the contractor or offeror.

### 5. COSTS OF PREPARATION

All costs associated with the preparation, development, or submission of bids or other offers will be borne by the offeror. The City of Pawtucket will not reimburse any offeror for such costs.

### 6. SPECIFIED QUANTITY REQUIREMENT

Except where expressly specified to the contrary, all solicitations and contracts are predicated on a specified quantity of goods or services, or for a specified level of funding.

- a. The City of Pawtucket reserves the right to modify the quantity, scope of service, date of delivery or completion, or funding of any contract, with no penalty or charge, by written notice to the contractor, except where alternate terms have been expressly made a part of the contract.
- b. The City of Pawtucket shall not accept quantities in excess of the specified quantity except where the item is normally sold by weight (where sold by weight, the City of Pawtucket will not accept quantities greater than ten per cent [10%] of the specified quantity), or where the Request or Contract provides for awards for other than exact quantities.
- c. Purchase Orders or other contracts may be increased in quantity or extended in term without subsequent solicit with the mutual consent of the contractor and the City of Pawtucket, where determined by the City of Pawtucket Purchasing Agent to be in the City of Pawtucket's best interest.

### 7. TERM AND RENEWAL

Where offers have been requested or contracts awarded for terms exceeding periods of twelve (12) months, it is mutually understood and agreed that the City of Pawtucket's commitment is limited to a base term not to exceed twelve (12) months, subject to renewal annually at the City of Pawtucket's sole option for successive terms as otherwise described, except where expressly specified to the

contrary. Purchase orders appearing to commit to obligations of funding or terms of performance may be executed for administrative convenience, but are otherwise subject to this provision, and in such cases the City of Pawtucket's renewal shall be deemed to be automatic, conditional on the continued availability of appropriated funds for the purpose, except as written notice of the City of Pawtucket's intent not to renew is served.

8. DELIVERY/COMPLETION

Delivery must be made as ordered and/or projects completed in accordance with the proposal. If delivery qualifications do not appear on the bidder's proposal, it will be interpreted to mean that goods are in stock and that shipment will be made within seven (7) calendar days. If the project completion date is not specified in the proposal, the date shall be determined by the City of Pawtucket Purchasing Agent. The decision of the City of Pawtucket Purchasing Agent, as to reasonable compliance with the delivery terms, and date of completion shall be final. Burden of proof of delay in receipt of order shall rest with the contractor. No delivery charges shall be added to invoices except when authorized on the Purchase Order.

9. FOREIGN CORPORATIONS

In accordance with Title 7 Chapter 1.1 ("Business Corporations") of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in this state until it shall have procured a certificate of authority so to do from the Secretary of State.

10. PRICING

All pricing offered or extended to the City of Pawtucket is considered to be firm and fixed unless expressly provided for to the contrary. All prices shall be quoted F.O.B. Destination with freight costs included in the unit cost to be paid by the City of Pawtucket, except, where the Request or Contract permits, offers reflecting F.O.B. Shipping Point will be considered, and freight costs may then be prepaid and added to the invoice.

11. COLLUSION

Bidder or contractor warrants that he has not, directly or indirectly, entered into any agree participated in any collusion or otherwise taken any action in restraint of full competitive bidding. In special circumstances, an executed affidavit will be required as a part of the bid.

12. PROHIBITION AGAINST CONTINGENT FEES AND GRATUITIES

Bidder or contractor warrants that he has not paid, and agrees not to pay, any bonus, commission, fee, or gratuity to any employee or official of the City of Pawtucket for the purpose of obtaining any contract or award issued by the City of Pawtucket. Bidder or contractor further warrants that no commission or other payment has been or will be received from or paid to any third party contingent on the award of any contract by the City of Pawtucket, except as shall have been expressly communicated to the City of Pawtucket Purchasing Agent in writing prior to acceptance of the contract or award in question. Subsequent discovery by the City of Pawtucket of non-compliance with these provisions shall constitute sufficient cause for immediate termination of all outstanding contracts and suspension or debarment of the bidder(s) or contractor(s) involved.

13. AWARDS

Awards will be made with reasonable promptness and by written notice to the successful bidder (only); bids are considered to be irrevocable for a period of ninety (90) days following the bid opening unless expressly provided for to the contrary in the Request, and may not be withdrawn during this period without the express permission of the City of Pawtucket Purchasing Agent.

a. Awards shall be made to the bidder(s) whose offer(s) constitutes the lowest responsive price offer (or lowest responsive price offer on an evaluated basis) for the item(s) in question or for the Request as a whole, at the option of the City of Pawtucket. The City of Pawtucket reserves the right to determine those offers which are responsive to the Request, or which otherwise serve its best interests.

b. The City of Pawtucket reserves the right, before making award, to initiate investigations as to whether or not the materials, equipment, supplies, qualifications or facilities offered by the bidder meet the requirements set forth in the proposal and specification, and are ample and sufficient to insure the proper performance of the contract in the event of award. If upon such examination it is found that the conditions of the proposal are not complied with or that articles or equipment proposed to be furnished do not meet the requirements called for, or that the qualifications or facilities are not satisfactory, the City of Pawtucket may reject such a bid. It is distinctly understood, however, that nothing in the foregoing shall

mean or imply that it is obligatory upon the City of Pawtucket to make any examinations before awarding a contract; and it is further understood that if such examination is made, it in no way relieves the contractor from fulfilling all requirements and conditions of the contract.

- c. Qualified or conditional offers which impose limitations of the bidder's liability or modify the requirements of the bid, offers for alternate specifications, or which are made subject to different terms and conditions than those specified by the City of Pawtucket may, at the option of the City of Pawtucket, be
  - 1. rejected as being non-responsive, or
  - 2. set aside in favor of the City of Pawtucket's terms and conditions (with the consent of the bidder), or
  - 3. accepted, where the City of Pawtucket Purchasing Agent determines that such acceptance best serves the interests of the City of Pawtucket.Acceptance or rejection of alternate or counter-offers by the City of Pawtucket shall not constitute a precedent which shall be considered to be binding on successive solicitations or procurements.
- d. Bids submitted in pencil, or which do not bear an original signature, in ink, by an owner or authorized agent thereof, will not be accepted.
- e. Bids must be extended in the unit of measure specified in the Request. In the event of any discrepancy between unit prices and their extensions, the unit price will govern.
- f. The City of Pawtucket Purchasing Agent reserves the right to determine the responsibility of any bidder for a particular procurement.
- g. The City of Pawtucket Purchasing Agent reserves the right to reject any and all bids in whole or in part, to waive technical defects, irregularities, and omissions, and to give consideration to past performance of the offerors where, in his judgment the best interests of the City of Pawtucket will be served by so doing.
- h. The City of Pawtucket Purchasing Agent reserves the right to make awards by items, group of items or on the total low bid for all the items specified as indicated in the detailed specification, unless the bidder specifically indicates otherwise in his bid.
- i. Preference may be given to bids on products raised or manufactured in the City of Pawtucket or State of Rhode Island, other things being equal.
- j. The impact of discounted payment terms shall not be considered in evaluating responses to any Request.
- k. The City of Pawtucket Purchasing Agent reserves the right to act in the City of Pawtucket's best interests regarding awards caused by clerical errors by the City of Pawtucket Purchasing Office.

#### 14. SUSPENSION AND DEBARMENT

The City of Pawtucket Purchasing Agent may suspend or debar any vendor or potential bidder, for good cause shown:

- a. A debarment or suspension against a part of a corporate entity constitutes debarment or suspension of all of its divisions and all other organizational elements, except where the action has been specifically limited in scope and application, and may include all known corporate affiliates of a contractor, when such offense or act occurred in connection with the affiliate's performance of duties for or on behalf of the contractor, or with the knowledge, approval, or acquiescence of the contractor or one or more of its principals or directors (or where the contractor otherwise participated in, knew of, or had reason to know of the acts).
- b. The fraudulent, criminal or other serious improper conduct of any officer, director, shareholder, partner, employee, or any other individual associated with a contractor may be imputed to the contractor when the conduct occurred in connection with the individual's performance of duties for or on behalf of the contractor, or with the contractor's knowledge, approval or acquiescence. The contractor's acceptance of benefits derived from the conduct shall be evidence of such knowledge, approval, or acquiescence.
- c. A vendor or contractor who knowingly engages as a subcontractor for a contract awarded by the City of Pawtucket to a vendor or contractor then under a ruling of suspension or debarment by the City of Pawtucket shall be subject to disallowance of cost, annulment or termination of award, issuance of a stop work order, or debarment or suspension, as may be judged to be appropriate by the City of Pawtucket's Purchasing Agent.

#### 15. PUBLIC RECORDS

Contractors and bidders are advised that certain documents, correspondence, and other submissions to the City of Pawtucket's Purchasing Office may be voluntarily made public by the



City of Pawtucket absent specific notice that portions of such submittals may contain confidential or proprietary information, such that public access to those items should be withheld.

16. **PRODUCT EVALUATION**

In all specifications, the words "or equal" are understood after each article when manufacturer's name or catalog are referenced. If bidding on items other than those specified, the bidder must, in every instance, give the trade designation of the article, manufacturer's name and detailed specifications of the item the bidder proposes to furnish; otherwise, the bid will be construed as submitted on the identical commodity described in the detailed specifications. The City of Pawtucket's Purchasing Agent reserves the right to determine whether or not the item submitted is the approved equal the detailed specifications.

- a. Any objections to specifications must be filed by a bidder, in writing, with the City of Pawtucket's Purchasing Agent at least 96 hours before the time of bid opening to enable the City of Pawtucket's Purchasing Office to properly investigate the objections.
- b. All standards are minimum standards except as otherwise provided for in the Request or Contract.
- c. Samples must be submitted to the City of Pawtucket's Purchasing Office in accordance with the terms of the proposals and detailed specifications. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating whether or not the bidder desires their return and specifying the address to which they are to be returned (at the bidder's risk and expense), provided they have not been used or made useless by tests; and absent instructions, the samples shall be considered to be abandoned. Award samples may be held for comparison with deliveries.
- d. All samples submitted are subject to test by any laboratory the City of Pawtucket's Purchasing Agent may designate.

17. **PRODUCT ACCEPTANCE**

All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the City of Pawtucket. The City of Pawtucket reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the City of Pawtucket's option. Contract deliverables specified for procurements of services shall be construed to be work products, and subject to the provisions of this section.

- a. Failure by the City of Pawtucket to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the City of Pawtucket's right to subsequently reject the goods in question.
- b. Formal or informal acceptance by the City of Pawtucket of non-conforming goods shall not constitute a precedent for successive receipts or procurements.
- c. Where the contractor fails to promptly cure the defect or replace the goods, the City of Pawtucket reserves the right to cancel the Purchase Order, contract with a different contractor, and to invoice the original contractor for any differential in price over the original contract price.
- d. When materials, equipment or supplies are rejected, the same must be removed by the contractor from the premises of the City of Pawtucket within forty-eight (48) hours of notification. Rejected items left longer than two days will be regarded as abandoned and the City of Pawtucket shall have the right to dispose of them as its own property.

18. **PRODUCT WARRANTIES**

All product or service warranties normally offered by the contractor or bidder shall accrue to the City of Pawtucket's benefit, in addition to any special requirements which may be imposed by the City of Pawtucket. Every unit delivered must be guaranteed against faulty material and workmanship for a period of one year unless otherwise specified, and the City of Pawtucket may, in the event of failure, order its replacement, repair, or return for full credit, at its sole option.

19. **PAYMENT**

Unless otherwise provided for by the Request or Contract, payment shall not be made until delivery has been made, or services performed, in full, and accepted. Payment shall not be due prior to thirty (30) working days following the latest of completion, acceptance, or the rendering of a properly submitted invoice.

- a. Payment terms other than the foregoing may be rejected as being nonresponsive.
- b. No partial shipments, or partial completion will be accepted, unless provided for by the Request or Contract.

- c. Where a question of quality is involved, or failure to complete a project by the specified due date, payment in whole or part against which to charge back any adjustment required, shall be withheld at the direction of the City of Pawtucket Purchasing Agent. In the event a cash discount is stipulated, the withholding of payments, as herein described, will not deprive the City of Pawtucket from taking such discount.
  - d. Payments for used portion of inferior delivery or late delivery will be made by the City of Pawtucket on an adjusted price basis.
  - e. Payments on contracts under architectural or engineering supervision must be accompanied by a Certificate of Payment and Statement of Account signed by the architect or engineer and submitted to the City of Pawtucket Purchasing Office for approval.
20. **THIRD PARTY PAYMENTS**

The City of Pawtucket recognizes no assigned or collateral rights to any purchase agreement except as may be expressly provided for in the bid or contract documents, and will not accede to any request for third party or joint payment(s), except as provided for in specific orders by a court of competent jurisdiction, or by express written permission of the City of Pawtucket's Purchasing Agent. Where an offer is contingent upon such payment(s), the offeror is obligated to serve affirmative notice in his bid submission.
21. **SET-OFF AGAINST PAYMENTS**

Payments due the contractor may be subject to reduction equal to the amount of unpaid and delinquent state taxes (or other just debt owed to the State), except where notice of delinquency has not been served or while the matter is pending in hearing or from any appeal therefrom.
22. **CLAIMS**

Any claim against a contractor may be deducted by the City of Pawtucket from any money due him in the same or other transactions. If no deduction is made in such fashion, the contractor shall pay the City of Pawtucket the amount of such claim on demand. Submission of a voucher and payment, thereof, by the City of Pawtucket shall not preclude the City of Pawtucket's Purchasing Agent from demanding a price adjustment in any case when the commodity delivered is later found to deviate from the specifications and proposal.

  - a. The City of Pawtucket's Purchasing Agent may assess dollar damages against a vendor or contractor determined to be non-performing or otherwise in default of their contractual obligations equal to the cost of remedy incurred by the City of Pawtucket, and make payment of such damages a condition for consideration for any subsequent award. Failure by the vendor or contractor to pay such damages shall constitute just cause for disqualification and rejection, suspension, or debarment.
23. **CERTIFICATION OF FUNDING**

The Director of Finance shall provide certification as to the availability of funds to support the procurement for the current fiscal year ending June 30th only. Where delivery or service requirements extend beyond the end of the current fiscal year, such extensions are subject to both the availability of appropriated funds and a determination of continued need.
24. **UNUSED BALANCES**

Unless otherwise specified, all unused Blanket Order quantities and/or unexpended funds shall be automatically canceled on the expiration of the specified term. Similarly, for orders encompassing more than one fiscal year, unexpended balances of funding allotted for an individual fiscal year may be liquidated at the close of that fiscal year, at the City of Pawtucket's sole option.
25. **MINORITY BUSINESS ENTERPRISES**

Pursuant to the provisions of Title 37 Chapter 14.1 of the General Laws, the City of Pawtucket reserves the right to apply additional consideration to offers, and to direct awards to bidders other than the responsive bid representing the lowest price where:

  - a. the offer is fully responsive to the terms and conditions of the Request, and
  - b. the price offer is determined to be within a competitive range (not to exceed 5% higher than the lowest responsive price offer) for the product or service, and
  - c. the firm making the offer has been certified by the R.I. Department of Economic Development to be a small business concern meeting the criteria established to be considered a Minority Business Enterprise.

26. PREVAILING WAGE REQUIREMENT

In accordance with Title 37 Chapter 13 of the General Laws of Rhode Island, payment of the general prevailing rate of per diem wages and the general prevailing rate for regular, overtime and other working conditions existing in the locality for each craft, mechanic, teamster, or type of workman needed to execute this work is a requirement for both contractors and subcontractors for all public works.

27. EQUAL OPPORTUNITY COMPLIANCE, HANDICAPPED ACCESS AND AFFIRMATIVE ACTION  
Contractors of the City of Pawtucket are required to demonstrate the same commitment to equal opportunity as prevails under federal contracts controlled by Federal Executive Orders 11246, 11625, 11375 and 11830, and Title 28 Chapter 5.1 of the General Laws of Rhode Island.

Affirmative action plans shall be submitted by the contractor for review by the State Equal Opportunity Office. A contractor's failure to abide by the rules, regulations, contract terms and compliance reporting provisions as established shall be grounds for forfeiture and penalties as shall be established, including but not limited to suspension.

28. DRUG-FREE WORKPLACE REQUIREMENT

Contractors who do business with the City of Pawtucket and their employees shall abide by the State's drug-free workplace policy and the contractor shall so attest by signing a certificate of compliance.

29. TAXES

The City of Pawtucket is exempt from payment of excise, transportation and sales tax imposed by the Federal or State Government. These taxes should not be included in the proposal price. Exemption Certificates will be furnished upon request.

30. INSURANCE

All construction contractors, independent tradesmen, or firms providing any type of maintenance, repair, or other type of service to be performed on City of Pawtucket premises, buildings, or grounds are required to purchase and maintain coverage with a company or companies licensed to do business in the state as follows:

- a. Comprehensive General Liability Insurance  
Combined Single Limit not less than \$1,000,000 each occurrence for bodily Injury and property damage.
  - Independent Contractors;
  - Contractual - including construction hold harmless and other types of contracts or agreements in effect for insured operations;
  - Products and Completed Operations;
  - Personal Injury (with employee exclusion deleted)
- b. Automobile Liability Insurance  
Combined Single Limit not less than \$1,000,000 each occurrence for bodily Injury and property damage including non-owned and/or hired vehicle coverage.

OR

Bodily Injury, per person, \$500,000/ Bodily Injury, \$1,000,000 per accident/  
Property Damage, \$500,000 per accident including non-owned and/or hired  
vehicle coverage.

- c. Workers' Compensation Insurance  
As required by the General Laws of Rhode Island.
  - Employers liability \$500,000

The City of Pawtucket shall be named as an additional insured on the vendor's Comprehensive General Liability Policy and Automobile Liability Policy.

The City of Pawtucket's Purchasing Agent reserves the right to consider and accept alternate forms and plans of insurance or to require additional or more extensive coverage for any individual requirement. Successful bidders shall provide certificates of coverage, reflecting the City of Pawtucket as an additional insured, to the City of Pawtucket Purchasing Office, forty-eight (48)

hours prior to the commencement of work, as a condition of award. Failure to comply with this provision shall result in rejection of the offeror's bid.

31. **BID SURETY**

When requested, a bidder must furnish a Bid Bond or Certified Check for 5% of his bid, or for the stated amount shown in the solicitation. Bid Bonds must be executed by a reliable Surety Company authorized to do business in the State of Rhode Island. Failure to provide Bid Surety with bid may be cause for rejection of bid. The Bid Surety of any three bidders in contention will be held until an award has been made according to the specifications of each proposal. All others will be returned by mail within 48 hours following the bid opening. Upon award of a contract, the remaining sureties will be returned by mail unless instructed to do otherwise.

32. **PERFORMANCE AND LABOR AND PAYMENT BONDS**

A performance bond and labor and payment bond of up to 100% of an award may be required by the City of Pawtucket's Purchasing Agent. Bonds must meet the following requirements:

- a. Corporation: The Bond must be signed by an official of the corporation above his/her official title and the corporate seal must be affixed over his/her signature.
- b. Firm or Partnership: The Bond must be signed by all of the partners and must indicate that they are " Doing Business As (name of firm)."
- c. Individual: The Bond must be signed by the individual owning the business and indicate "Owner."
- d. The Surety Company executing the Bond must be licensed to do business in the State of Rhode Island or Bond must be countersigned by a company so licensed.
- e. The Bond must be signed by an official of the Surety Company and the corporate seal must be affixed over his signature.
- f. Signatures of two witnesses for both the principal and the Surety must appear on the Bond.
- g. A Power of Attorney for the official signing of the Bond for the Surety Company must be submitted with the Bond.

33. **SUSPENSION, DEFAULT AND TERMINATION**

a. **Suspension of a Contract by the City of Pawtucket**

The City of Pawtucket reserves the right at any time and for any reason to suspend all or part of this contract, for a reasonable period, not to exceed sixty days, unless the parties agree to a longer period. The City of Pawtucket shall provide the contractor with written notice of the suspension order signed by the Purchasing Agent or his or her designee, which shall set forth the date upon which the suspension shall take effect, the date of its expiration, and all applicable instructions. Upon receipt of said order, the contractor shall immediately comply with the order and suspend all work under this contract as specified in the order. The contractor shall take all reasonable steps to mitigate costs and adverse impact to the work specified in the contract during the suspension period. Before the order expires, the City of Pawtucket shall either:

1. cancel the suspension order;
2. extend the suspension order for a specified time period not to exceed thirty (30) days; or
3. terminate the contract as provided herein.

The contractor shall resume performance once a suspension order issued under this section is canceled or expires. If as a result of the suspension of performance, there is a financial or schedule impact upon the contract, an appropriate adjustment may be made by, or with the approval of, the City of Pawtucket's Purchasing Agent. Any adjustment shall be set forth in writing. After a suspension order has been canceled or expires, the contractor shall provide any request for adjustment to the City of Pawtucket's Purchasing Agent within thirty (30) days after resuming work performance.

b. **Termination of a Contract by the City of Pawtucket**

1. **Termination for Default or Nonperformance**

If, for any reason, the contractor breaches the contract by failing to satisfactorily fulfill or perform any obligations, promises, terms, or conditions, and having been given reasonable notice of and opportunity to cure such default, fails to take satisfactory corrective action within the time specified by the City of Pawtucket, the City of Pawtucket may terminate the contract, in whole or in part, the termination of all outstanding contracts or sub-contracts held by the contractor, and the suspension or debarment of the contractor from future procurements by giving written notice to the contractor specifying the date for termination. The City of

Pawtucket shall endeavor to provide such notice at least seven (7) calendar days before the effective date of the termination.

A contractor who fails to commence within the time specified or complete an award made for repairs, alterations, construction, or any other service will be considered in default of contract. If contractor consistently fails to deliver quantities or otherwise perform as specified, the City of Pawtucket's Purchasing Agent reserves the right to terminate the contract and contract for completion of the work with another contractor and seek recourse from the defaulting contractor or his surety. In the event of a termination for default or nonperformance, in whole or in part, the City of Pawtucket may procure similar goods or services in a manner and upon terms it deems appropriate, and the contractor shall be liable for the excess costs incurred by the City of Pawtucket as a result of the contractor's default. The contractor, or its surety, agrees to promptly reimburse the City of Pawtucket for the excess costs, but shall have no claim to the difference should the replacement cost be less.

2. Termination Without Cause

The City of Pawtucket may terminate the contract in whole or in part without cause at any time by giving written notice to the contractor of such termination at least thirty (30) days before the effective date of such termination. The notice shall specify the part(s) of the contract being terminated and the effective termination date.

Within thirty (30) days of the effective date of the termination of the contract the contractor shall compile and submit to the City of Pawtucket an accounting of the work performed up to the date of termination. The City of Pawtucket may consider the following claims in determining reasonable compensation owed to the contractor for work performed up to the date of termination:

- a. contract prices for goods or services accepted under the contract;
- b. costs incurred in preparing to perform and performing the terminated portion of the contract; or
- c. any other reasonable costs incurred by the contractor as a result of the termination.

The total sum to be paid to the contractor shall not exceed the total contract price, less any payments previously made to the contractor, the proceeds from any sales of goods or manufacturing materials, and the contract price for work not terminated.

3. Contractor's Obligations in the Event of Termination

If the contract is terminated for any reason, or expires pursuant to its terms, the contractor shall transfer and deliver to the City of Pawtucket in the manner and to the extent directed by the City of Pawtucket:

- a. all finished or unfinished material prepared by the contractor; and
- b. all material, if any, provided to the contractor by the City of Pawtucket.

For the purposes of the contract, "material" shall include, but is not limited to, goods, supplies, parts, tools, machinery, equipment, furniture, fixtures, information, data, reports, summaries, tables, maps, charts, photographs, studies, recommendations, files, audiotapes, videotapes, records, keys, security badges, and documents.

If the contract is terminated for cause, the contractor shall not be relieved of liability to the City of Pawtucket for damages sustained because of any breach by the contractor. In such event, the City of Pawtucket may retain any amounts which may be due and owing to the contractor until such time as the exact amount of damages due the City of Pawtucket from the contractor has been determined by the City of Pawtucket Purchasing Agent. The City of Pawtucket may also set off any damages so determined against the amounts retained.

Upon termination of the contract, the contractor shall stop performance on the date specified, terminate any outstanding orders and subcontracts applicable to the terminated portion of the

contract, and shall incur no further commitments or obligations in connection with the terminated performance. The contractor shall settle all liabilities and claims arising out of the termination of subcontracts and order generating from the terminated performance. The City of Pawtucket may direct the contractor to assign the contractor's right, title and interest under terminated orders or subcontracts to the City of Pawtucket or a third party.

Terminations of Purchase Order Contracts or Master Pricing Agreements shall require the signature of the City of Pawtucket Purchasing Agent or his designee. Notice of termination by either party shall be submitted in writing to the other party in accordance with the termination clause of the contract, or where no specific termination clause is included, written notice shall be provided no later than thirty (30) days before the expiration of the contract.

34. INDEMNITY

The contractor guarantees:

- a. To save the City of Pawtucket, its agents and employees, harmless from any liability imposed upon the City of Pawtucket arising from the negligence, either active or passive, of the contractor, as well as for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of the contract of which the contractor is not the patentee, assignee or licensee.
- b. To pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the City of Pawtucket and of the State of Rhode Island.
- c. That the equipment offered is standard new equipment, latest model of regular stock product with all parts regularly used with the type of equipment offered; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.

35. CONTRACTOR'S OBLIGATIONS

In addition to the specific requirements of the contract, construction and building repair contractors bear the following standard responsibilities:

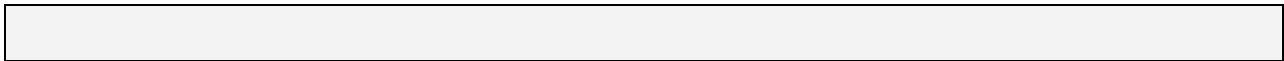
- a. To furnish adequate protection from damage for all work and to repair damages of any kind, for which he or his workmen are responsible, to the building or equipment, to his own work, or to the work of other contractors;
- b. The contractor, its subcontractor(s) and their employees and/or agents, shall protect and preserve property in the contractor or subcontractor's possessions in which the City of Pawtucket has an interest, and any and all materials provided to the contractor or subcontractor by the City of Pawtucket;
- c. To clear and remove all debris and rubbish resulting from his work from time to time, as directed or required, a completion of the work leave the premises in a neat unobstructed condition, broom clean, and in satisfactory order and repair;
- d. To store equipment, supplies, and material at the site only upon approval by the City of Pawtucket, and at his own risk;
- e. To perform all work so as to cause the least inconvenience to the City of Pawtucket, and with proper consideration for the rights of other contractors and workmen;
- f. To acquaint themselves with conditions to be found at the site, and to assume responsibility for the appropriate dispatching of equipment and supervision of his employees during the conduct of the work;
- g. To ensure that his employees are instructed with respect to special regulations, policies, and procedures in effect for any City of Pawtucket facility or site, and that they comply with such rules, including but not limited to security policies or practices and/or criminal background checks for any employees and/or subcontractors;
- h. The contractor shall ensure that its employees or agents are experienced and fully qualified to engage in the activities and services required under the contract;
- i. The contractor shall ensure that at all times while services are being performed under this contract at least one of its employees or agents on the premises has a good command of the English language and can effectively communicate with the City of Pawtucket and its staff;
- j. The contractor and contractor's employees or agents shall comply with all applicable licensing and operating requirements required by federal or state law

and shall meet accreditation and other generally accepted standards of quality in the applicable field of activity;

- k. The contractor shall secure and retain all employee-related insurance coverage for its employees and agents as required by law; and
- l. The contractor, subcontractor, and his or her employees and agents shall not disclose any confidential information of the City of Pawtucket to a third party. Confidential information means:
  - (1) any information of a sensitive or proprietary nature, whether or not specially identified as confidential or proprietary; or
  - (2) any information about the City of Pawtucket gained during the performance of a contract that is not already lawfully in the public domain.

36. **FORCE MAJEURE**

All orders shall be filled by the contractor with reasonable promptness, but the contractor shall not be held responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other acts not within the control of the contractor and which by the exercise of reasonable diligence, the contractor is unable to prevent.



## **Appendix C**

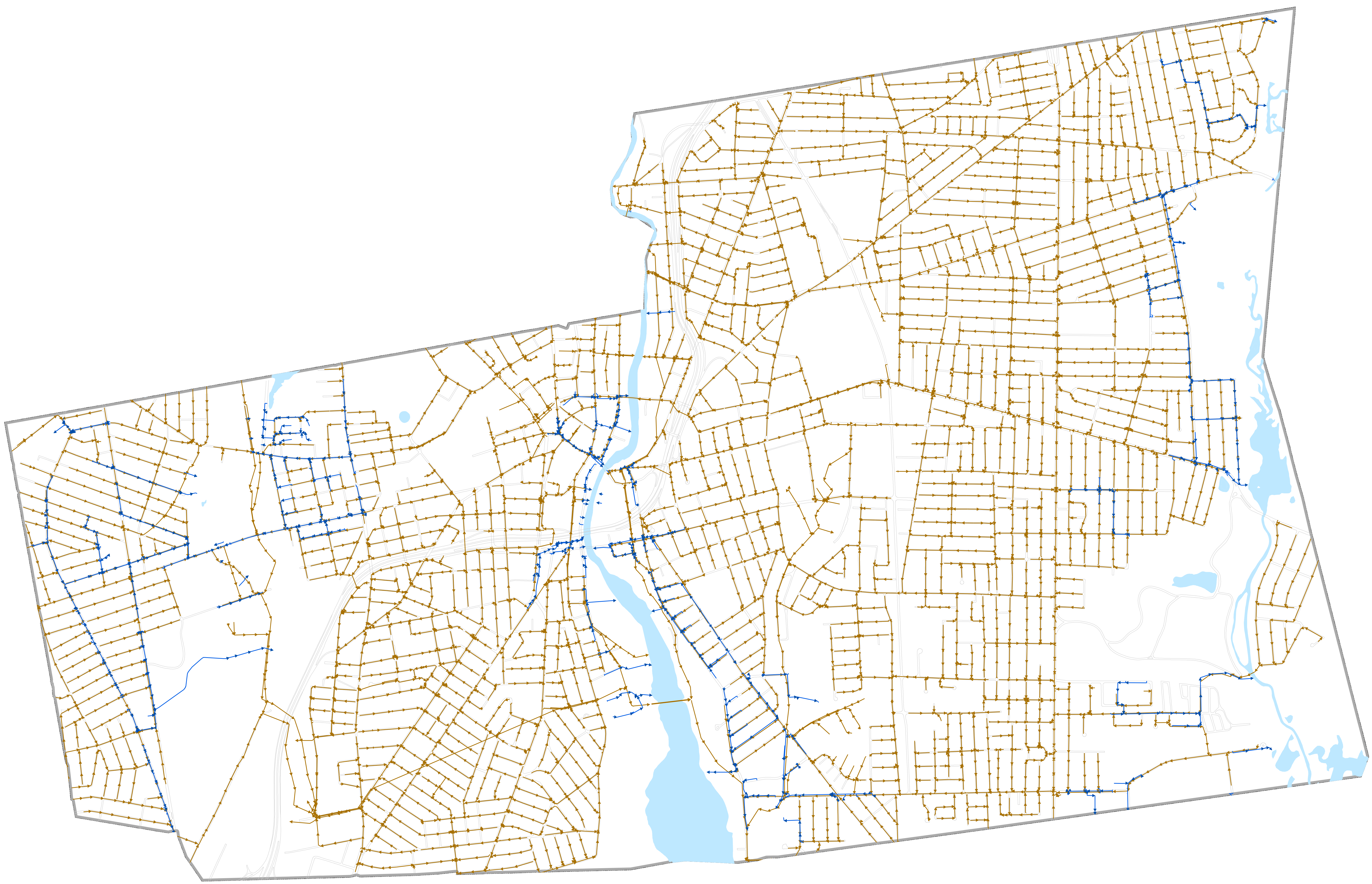
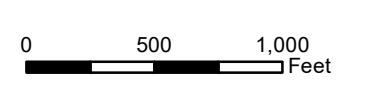
**CITY OF PAWTUCKET SEWER SYSTEM MAP (ENCLOSED)**



# CITYWIDE SEWER MAP

— Separate Sewer Main  
— Combined Sewer Main

This data has been prepared for administrative purposes only. No warranty, expressed or implied, is made by the City of Pawtucket, its data providers, or mapping contractors with respect to the present accuracy of the information provided hereon. The information shown does not constitute a land survey or legal description of land and is not intended to be used as such. All use of and reliance on this information shall be at the user's sole risk.



## Appendix D

# CITY OF PAWTUCKET Sewer Line Cleaning Guide

## 1.0 Purpose and Background Information

### *1.1 Statement of Purpose*

To meet the requirements of the Rhode Island Department of Environmental Protection and the Narragansett Bay Commission and to operate its sanitary and combined collection systems (“the sewer system”) at their maximum efficiency, the City of Pawtucket (“the City”) contracts cleaning of the sewer system to a qualified service provider. Contractors are utilized for sewer line cleaning because the City does not maintain the required equipment or personnel needed to provide this service. The purpose of this Sewer Line Cleaning Guide is to establish the minimum standards for the cleaning of the City’s sewer system. Any service provider utilized for sewer system cleaning is expected, at a minimum, to provide a level of service compliant with this Sewer Line Cleaning Guide.

### *1.2 Sewer System Information*

The Pawtucket sewer system consists of approximately 184 miles of pipelines and 2,000 manholes. Main line pipe sizes range from 6” to 60” in diameter. Large diameter (>24”) pipes are typically brick and mortar construction, and smaller diameter pipes are typically reinforced concrete (RCP) or vitrified clay (VCP). There are five (5) City owned pumping stations, all located on the east side of the city. Privately-owned laterals connect private properties to the City’s sewer system.

In addition to the City-owned sewer system, the Narragansett Bay Commission (NBC) operates and maintains an interceptor system in the City. The interceptor system collects influent from the City’s sewer system and conveys it to wastewater treatment facility in East Providence. The City’s Engineering Department maintains and/or records plans of the two systems, and these are available for inspection upon request.

## 2.0 Sewer Cleaning Specifications

### *2.1 General*

The service provider is required to furnish all labor, equipment, materials and incidentals necessary for the proper cleaning of the City’s sewer system appurtenances, i.e. main lines and manholes. It is the responsibility of the service provider to remove any and all debris from the pipelines. All debris must be removed and not passed from manhole to manhole or flushed into the NBC system or the collection systems of the neighboring cities. Debris consists of, but is not limited to, sludge, dirt, sand, rocks, gravel, grease, roots, solid or semi-solid materials. All debris collected must be properly disposed of. Liquid may be drained back into the collection system; all solid or semi-solid material

must be disposed of lawfully. Additionally, the service provider must ensure that no spills occur during the cleaning process and that any line cleaning residue is cleaned up leaving the area in a clean and sanitary condition prior to moving to the next pipe segment. At no time is the service provider to engage in any activity that is unsafe, or that may result in damage to either private or public property.

## *2.2 Cleaning Equipment*

A tandem-axle, high-velocity hydro-cleaning and high-flow-rate vacuum removal unit (combo unit) shall be utilized for both cleaning and clearing of blockages within the City's collection system.

Combo units must meet the following specifications to meet the intent of the sewer line-cleaning guide:

- Hydro unit must be capable of providing an adequate supply of water and have a pump capable of producing adequate pressure and flow to sufficiently scour the pipe sizes being cleaned. All operating controls must be located topside and within easy access to the operator.
- Sufficient length of one-inch high-pressure hydro flushing hose to clean the longest reaches of the collection system (minimum 300 feet recommended) and be equipped with a hydraulically operated hose reel.
- Two or more high velocity cleaning nozzles capable of producing a scouring action from 15 to 45 degrees in all size lines within the City's collection system. Nozzle skirts are to be used for the appropriate size line being cleaned. Nozzle jet orifices must be maintained within manufacturer's recommendations. Nozzles with worn out orifices may not be used.
- At least one root cutter appropriate to the size pipes being cleaned must be available.
- The combo unit must be equipped with a high-pressure handgun for cleaning manhole walls, channel, benches and cover frames.
- Combo units must have a centrifugal fan or positive displacement blower vacuum equipment capable of removing all debris at the downstream manhole while hydro flushing operations are in progress.

The type of cleaning equipment used must be specifically designed and constructed for sewer line cleaning. Line cleaning equipment must be properly maintained and operated as per manufacturer's recommendations. The use of equipment that is defective, inoperative, deficient or unsafe to use does not meet the requirements of this Sewer Line Cleaning Guide. The service provider must satisfactorily demonstrate to the City that their personnel are proficient in both the methods utilized for sewer line cleaning and in the operation the equipment being used.

### *2.3 Cleaning Precautions*

While cleaning the City's sanitary collection system, the service provider shall take satisfactory precautions while using the cleaning equipment to ensure that no damage occurs to the sewer lines, and public or private property. When using hydro-cleaning units, nozzle skids are required to prevent accidental entry into the service laterals. Care must be taken to prevent water pressure or head from flooding any properties served by the sewer. Should flooding or other damage occur, the service provider shall be responsible for the costs of all repairs and / or clean up to the satisfaction of the City. All debris is to be removed from the sewer and not passed down through the system. It is the responsibility of the service provider to remove any sewer cleaning equipment that becomes dislodged within the sewer pipe during cleaning operations.

Should the service provider encounter misaligned joints, broken pipes, intruding lateral connections that prevent the proper cleaning of a line segment, the service provider is to cease the cleaning of that segment and immediately notify the City's Public Services Manager (401) 728-0500 ext. 285, or the Sewer Supervisor (401) 728-0500 ext. 282. Likewise, if the service provider encounters large quantities of fresh soil or pieces of sewer pipe, or if the cleaning equipment encounters a blockage that cannot be cleared, cleaning in that segment of pipe should be terminated and the City notified.

### *2.4 Safety Precautions*

The service provider is required to be compliant with all applicable safety regulations while performing the sewer line cleaning function for the City. This is particularly important as it relates to manhole entry and traffic control. Prior to initiating service, the service provider is to submit a copy of their written confined space entry program. The Contractor shall contact the Pawtucket Police Department to schedule a police detail if diversion of traffic around the work site is required. All sewer line cleaning operations, emergency or routine, must be performed in the safest possible manner.

### *2.5 Scheduling of the Work*

Sewer line cleaning is divided into two basic categories: routine scheduled line cleaning and emergency blockage cleaning. For routine line cleaning, the City will aim to accumulate service requests until such time as it can engage the service provider for a full day's work. Routine scheduled cleaning shall be conducted during the normal workweek, Monday through Friday, 7:00 AM to 3:30 PM. Circumstances could arise, such as the disruption of normal traffic flow, where line cleaning during normal business hours is impractical. In this case, with City approval, line cleaning may need to be scheduled after normal business hours or on weekends. Emergency blockages must be addressed one by one, and the service provider will make every effort to respond to the City's request for assistance as rapidly as possible, regardless of time of day. In no case shall the service provider fail to provide a response to an emergency service request within 24 hours of notification from the City.

The service provider shall acquire any required permits or access permission prior to the cleaning of an affected segment. This would include any required access to private properties or easements.

## *2.6 Cleaning Procedures*

For routine scheduled cleaning, the cleaning equipment is normally inserted at the downstream manhole and advanced towards the upstream manhole using the hydraulic jet. The jet is then pulled back towards the downstream manhole, thereby flushing any debris to the downstream manhole where it can be removed with the vacuum unit. At a minimum, two passes are required for each line segment being cleaned. Each pass shall proceed per the following specifications:

- The pullback rate on jetting shall not exceed forty feet per minute.
- If no debris is present after the second pass, the line segment shall be considered sufficiently cleaned. If debris is present, additional passes shall be made for the entire line segment until no debris exists.
- Should excessive amounts of dirt, gravel, or broken pipe pieces be present in the debris, or if a significant amount of dirt appears on the jet nozzle, the service provider is to cease operation and immediately notify the City of a possible pipeline failure.
- If the entire length of pipe cannot be traversed from the downstream manhole, the service provider should attempt cleaning from the upstream manhole to the downstream manhole. If this is still unsuccessful, the service provider should cease operations and notify the City of a possible blockage, misalignment or pipeline failure.
- Before moving to the next pipe segment, manholes are to be thoroughly washed with the high-pressure water gun and inspected and the area cleaned up of any debris left from the cleaning operation.
- Manhole covers are to be securely replaced and resealed if they were previously sealed.
- Manholes not cleaned or inadequately cleaned shall be re-cleaned, along with their adjoining pipe segments, by the service provider at no additional cost to the City.
- Any deficiencies to the manhole structure, channel, bench or ring and cover assembly are to be noted and reported to the City.
- While washing the manhole, care must be taken to avoid spraying nearby vehicles or pedestrians.

The service provider shall not take water from hydrants they are not authorized to use or that are within the jurisdiction of adjoining cities.

The service provider shall provide a cleaning crew consisting of at least two qualified individuals, one located at the upstream manhole to indicate when the cleaning nozzle is to be retracted. When manhole entry is required, the service provider shall supply sufficient OSHA-certified (Confined Space Entry) staff to complete the task. The service provider must also provide an on-site supervisor or foreman to provide oversight. The

supervisor or foreman must also be available to the City via telephone and, upon request, be available to the City within a reasonable time period.

**Grease Removal:** Should grease buildup be encountered during the cleaning process, the service provider shall utilize the proper equipment to scour the grease from the pipeline and to remove it from the collection system. It is not permissible to break up the grease and flush it down the system; it must be removed. All areas where grease buildup is encountered are to be noted and reported to the City.

**Root Removal:** Should a root buildup be encountered during the cleaning process, the service provider shall utilize the proper equipment to cut the roots from the pipeline and to remove them from the collection system. It is not permissible to cut up the roots and flush them down the system. Root stubs no longer than one half inch are permissible to remain following the removal procedure. Pipe segments with root stubs longer than allowable will require re-cleaning by the service provider at no additional cost to the City. All areas where root buildups are encountered are to be noted and reported to the City.

### *2.7 Material Removal and Disposal*

All debris encountered during the cleaning process must be removed from the system. It is not permissible to flush debris down from manhole segment to manhole segment. (Note: In certain areas of the collection system, it may not be possible to remove debris at each manhole. In this case it is permissible to flush debris down to the first accessible manhole providing the debris is removed from the system.) Liquids shall be decanted and carefully drained back into the collection system. Solid or semi-solid materials must be removed and properly disposed of. If debris removal is by methods other than a vacuum unit, the process must be submitted to the City for review. If debris removal or any other operation requires entry into the manhole, the process must be consistent with the current OSHA Confined Space Entry regulations and submitted to the City for review. All debris removed must be lawfully disposed of. Disposal is not to be made into another part of the City's collection system, NBC's interceptor system, or the collection system of an adjoining city. No debris may remain on-site for later cleanup and transport.

### *2.8 Spill Reporting and Handling*

The service provider is not to engage in any activity that could possibly result in a sewage spill. If the service provider makes use of any equipment or procedures that might affect the service availability (free flow) of the collection system, intentionally or unintentionally, a temporary bypass shall be installed. Should a spill occur, the procedures outlined in the City's Wastewater Facilities Operations and Maintenance Plan (O&M Plan) shall be adhered to, paying particular attention to containment and recovery of the spill. All reporting specified in the O&M Plan shall be adhered to. Additionally, any costs to the City resulting from a sewer spill initiated by the service provider, including damage, cleanup, disruption of service, fines, penalties, assessments, etc. shall be the responsibility of the service provider. This is in addition to any costs incurred by private property owners.

### **3.0 Reporting**

#### *3.1 Line Cleaning Reports*

Periodically—and no fewer than once every 3 months—the service provider shall provide to the City a report of the line segments cleaned during the most recent reporting period (i.e. the time elapsed since the previous report). The report shall include, but not be limited to, notation of the following: the manholes that were cleaned and their condition; the pipeline segments that were cleaned, their location and the type of debris removed by pipeline segment (roots, grease, grit, etc.); the number of passes required by segment; the reason for cleaning (routine, for inspection, blockage removal, etc.); problems encountered (such as limited or unavailable access, poor pipeline conditions that prevented cleaning, complaints from residents, etc.); and other comments and recommendations that are appropriate for the line segments cleaned during that time period. Hard copy and electronic reports are to be provided to the City in Microsoft Excel format or other format suitable to the City.

## Appendix E

# CITY OF PAWTUCKET Sewer Line CCTV Inspection Guide

## 1.0 Purpose and Background Information

### *1.1 Statement of Purpose*

To operate its sanitary and combined sewerage collection systems (“the sewer system”) at its maximum efficiency, the City of Pawtucket (“the City”) contracts closed-circuit television (“CCTV”) camera inspection services to a qualified service provider. Private contractors are utilized for CCTV inspections as the City does not maintain the equipment or personnel needed to properly inspect the interior of the pipelines and other appurtenances of the sewer system. The purpose of this Sewer Line Inspection Guide is to establish the minimum standards for the CCTV inspection of the City’s sewer system. Any contractor utilized for CCTV inspection of the sewer system shall adhere to the requirements outlined in this Sewer Line Inspection Guide.

### *1.2 Sewer System Information*

The Pawtucket sewer system consists of approximately 184 miles of pipelines and 2,000 manholes. Main line pipe sizes range from 6” to 60” in diameter. Large diameter (>24”) pipes are typically brick and mortar construction, and smaller diameter pipes are typically reinforced concrete (RCP) or vitrified clay (VCP). There are five (5) City owned pumping stations, all located on the east side of the city. Privately-owned laterals connect private properties to the City’s sewer system.

In addition to the City-owned sewer system, the Narragansett Bay Commission (NBC) operates and maintains an interceptor system in the City. The interceptor system collects influent from the City’s sewer system and conveys it to wastewater treatment facility in East Providence. The City’s Engineering Department maintains and/or records plans of the two systems, and these are available for inspection upon request.

## 2.0 Sewer Inspection Specifications

### *2.1 General*

The service provider is required to furnish all labor, equipment, materials and incidentals necessary for the proper CCTV inspection of the City’s sanitary collection system sewer pipelines and manholes. As enhanced line cleaning is normally required to ensure the proper camera inspection of the pipeline interiors, the service provider may provide this service to the City or the City may provide this action using its own staff and equipment. The City and the service provider, prior to the start of the camera inspection will agree upon the method utilized. Any cleaning of the pipelines prior to the camera inspection must be in compliance with the City’s Sewer Line Cleaning Guide. Additionally, the service provider must ensure that no spills occur during the CCTV inspection process. At



no time is the service provider to engage in any activity that is unsafe, or that may result in damage to either private or public property while providing sewer line cleaning or CCTV inspection of the City's sewer system.

## *2.2 Inspection Methods*

There are several inspection methods that may be utilized by the City on a case-by-case basis for collection system pipelines and manholes. Manual inspections are used to inspect manholes or short lengths of pipe and may be performed by City personnel or the pipeline cleaning service provider. CCTV inspections without use of video recording equipment are sometimes utilized to get a quick look at a potential trouble spot. This guide does not pertain to these types of inspections but is specifically for camera inspections that include a video archive to document and allow an internal assessment of the condition of the City's sewer system pipelines.

## *2.3 Service Provider Qualifications*

The service providers camera operators must be certified by the National Association of Sewer Service Companies (NASSCO) and have passed the Pipeline Assessment and Certification Program (PACP). Supervisors, in addition to having the same qualifications as the operators, must have at least 5 years experience in videotaping sewer pipeline inspections. Supervisors must also be able to communicate with the City's staff, as well as his/her own crew, and be able to demonstrate understanding of pertinent OSHA requirements, sewer plans, drawings, and specifications as necessary. NASSCO certification shall be the standard for evaluation, data collection and reporting for camera inspections. All work, procedures, personnel training and equipment must be compliant with current OSHA regulations.

## *2.4 Service Provider Camera Equipment*

All of the equipment used by the service provider for camera inspections is to be designed and constructed specifically for operation within a sanitary sewer system and compliant with current OSHA regulations. The camera shall be capable of operating in an atmosphere with 100% humidity and be capable of performing Pan-and-Tilt (with a minimum 360x270 degree rotation) operations. Lighting intensity shall be adjustable to minimize reflective glare and picture quality shall be adjustable to provide a clear, sharp picture of the entire periphery of the pipeline. Equipment necessary for the movement of the camera through the pipeline shall not interfere with the documentation or inspection process of the sewer pipeline. Camera cables, power cords and ancillary equipment shall be long enough to complete the longest pipe segments in one direction. The camera and monitor must be capable of producing a color picture with a minimum 460-line resolution. A color video recording of the inspection shall be created on high quality digital video disk (DVD) utilizing a format suitable for presentation to the City.

## *2.5 Inspection Process*

Prior to performing a CCTV inspection, the sewer lines to be inspected must be adequately cleaned to allow the camera to pass through the pipe. Should a pipe segment

be found to have excessive debris prohibiting a successful inspection, the service provider is to notify the City's representative of the condition before continuing with the inspection. The service provider is to provide a minimum of a two-man crew at all times.

Once the camera is inserted into the pipe (via the manhole), the camera cable shall have the slack removed and the cable footage counter is to be reset to the distance between the centerline of the manhole and the front of the camera lens. The camera is to move in a downstream direction whenever possible, at a uniform rate of approximately 30 feet per minute. The cable footage counter shall measure each pipeline segment from manhole centerline to manhole centerline with accuracy of less than 1% error over the measured distance. The service provider shall adjust the camera height so that the camera lens is always centered at least one-half the inside diameter of the pipeline being inspected. Should the water level be greater than 20% of the inside pipeline diameter, the service provider should resume inspection at the low flow period or engage in a flow reduction activity that is acceptable to the City without creating a sewage spill. Video recordings made while floating the camera are not acceptable unless approved by the City. Pausing the video recording during periods of inactivity is permitted to eliminate unnecessary recording. Any time a significant defect or a service lateral is noticed, the camera shall stop to provide a clear, focused view of the pipeline condition. An audio narration shall accompany each defect. Significant defects include but are not limited to: laterals (open, sealed, protruding or defective), cracks, offset joints, open joints, sags, line deviations, siphons, missing sections, debris, grease, roots, vermin, and infiltration. If the defect is due to active infiltration, the service provider shall estimate the gallons per minute flow rate at the point of the infiltration. The service provider shall provide a 360-degree pan of all manholes. All manhole numbers used for identification shall be those assigned by the City. The camera lens must be kept clear of condensation and debris.

Should, during the inspection process, the camera encounter broken or severely misaligned pipe, etc. that could cause the camera to become stuck or further damage the pipe, the service provider shall discontinue the inspection and notify the City's representative of the condition encountered. Likewise, should it be impossible for the camera to pass through the entire pipe segment to be inspected (due to obstruction, etc.) it may be necessary for the service provider to continue the inspection from the opposite manhole. If this occurs, the service provider is to immediately notify the City's representative for further instructions.

## *2.6 Video Recording and Camera Inspection Report*

**Video Recording:** The purpose of the video recording is to create a visual and an audio record of the problem areas within the collection system pipelines that may be replayed. The DVD shall be a high quality formatted in a format acceptable to the City and provided with its protective case (jewel case, etc.). Playback shall be at the same speed at which it was recorded. The recording shall be in color and shall be clear and in focus. Recordings are to be continuous between manholes. Do not leave gaps between segments and do not show a single segment on more than one DVD without the City's

approval. Recordings showing steam, inadequate lighting, excessive distortion, discoloration or general poor picture quality shall be cause for rejection.

Each pipe segment (manhole to manhole) shall be identified by text on the initial screen at the beginning of the segment, on the running screen during the inspection and on the ending screen. The initial screen text and voice recording shall identify the current time and date, weather conditions, service provider, operator's name, street name, upstream and downstream manhole ID numbers, direction of camera movement, pipeline materials, length of segment, pipe size and DVD number. The running screen text shall include the running footage, upstream and downstream manhole ID numbers, pipe size, pipe length, date and time. At the end of the segment, the ending screen shall state the end of the segment or reason for an incomplete inspection if applicable. The City shall approve these screens prior to the camera inspection. Text may be temporarily turned off during the inspection to facilitate a clearer view of a defect.

Each DVD shall include a complete audio narration. The audio narration shall be clear, concise and complete made in real time as the video is being recorded and not an overdub after the video recording has been completed. The audio narration shall be in English unless another language is specifically requested by the City. The service provider shall take steps necessary to reduce or eliminate all background chatter that could detract from the audio quality. The audio track shall describe the parameters of the pipeline being inspected and shall include, but not limited to, pipeline location, depth, diameter and pipeline material as well as a description of all connections, defects and unusual conditions observed during the inspection.

Each DVD shall be permanently labeled on both the protective case and the DVD face. The protective case label shall include the name of the service provider, type of inspection (preliminary or standard), DVD number, date recorded, and date submitted. The label on the DVD face shall include the starting and ending manhole numbers (all manhole numbers used for identification shall be those assigned by the City correlating to the City's sewer atlas maps), pipe diameter, pipe or segment length and street name. Video recording shall be submitted and become the property of the City.

Camera Inspection Report: The camera inspection report or log shall be a written report and shall include segment location (manhole numbers for upstream and downstream manholes), street name, date, time, service provider and operator's name, pipeline information (size, shape, material, depth, age, slope, joint lengths), DVD number and include points of significance including lateral locations, unusual conditions, roots, grease, sludge, broken or missing pipe, defect descriptions, etc. and shall accompany the DVD to be supplied to the City. The City may also request digital still photographs (JPEG format) of defects or other areas of significance. As with the DVD, the inspection report and any still photographs shall become the property of the City.

### *2.7 Frequency of Inspection*

The City endeavors to conduct camera inspections at a minimum rate of 5% of the system per year. Trouble or enhanced cleaning areas may require more frequent inspections.