

CITY OF NORWICH
NORWICH PUBLIC UTILITIES

BID # 7322

GAS LEAK SURVEY

Sealed bids for Gas Leak Survey Services will be received at the Office of the Purchasing Agent at City Hall, 100 Broadway, Norwich, Connecticut 06360 until 2:00 P.M., on Thursday February 2, 2012 prevailing time, at which time they will be publicly opened and read aloud.

Bid surety in the form of cash, a certified check or bid bond in the amount of five percent (5%) is required.

Copies of the Specifications may be obtained at the Purchasing Office at 100 Broadway, Norwich, CT 06360 or online at the State of Connecticut DAS Web Portal or at the City of Norwich web site www.norwichct.org by clicking on Public Bids/Proposals.

Questions regarding this bid should be directed to Ms. Tammy Petersen, Purchasing Supervisor, Norwich Public Utilities at tammypetersen@npumail.com.

Norwich Public Utilities reserves the right to reject any or all bids, in whole or in part, to award any item, group of items, or total bid, and to waive any informality in the bids received if it deems it to be in the best interest of the Department to do so.

No Bidder may withdraw their bid within 60 days after the actual date of bid opening thereof. Should there be reason why the contract cannot be awarded within the specific period, this time may be extended by mutual agreement between the City and the designated, qualified low Bidder.

All final awards of the bid subject to comply with Ordinance No. 1235 adopted December 3, 1991.

All bids must be submitted in a sealed envelope bearing the bidders name and bid number.

Responding bidders must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, age, handicap, familial status, sex, or national origin.

PURCHASING AGENT

NOTE: BIDDERS ARE HEREBY ADVISED THAT ONLY BID SURETIES FOR THE THREE LOWEST BIDDERS WILL BE HELD. ALL OTHERS WILL BE RELEASED WITHIN SEVEN DAYS.

Norwich Public Utilities (NPU) Gas Leakage Survey Bid Specification

Requirements:

Personnel Qualifications

- All personnel performing surveys will have a minimum of 2 years experience performing mobile and walking gas leakage surveys. Details and references to be provided on experience sheet.
- All personnel will be Operator Qualified (OQ) through the Northeast Gas Association
 - Minimum NGA tasks 6B,8B, 18,19,20B,23,24,70,70P
 - OQ documentation provided prior to bid award
 - OQ documentation provided prior to any personnel changes
- All personnel will be subject to DOT Drug & Alcohol testing per 49 CFR Part 199
 - Drug & Alcohol program documentation provided prior to bid award
 - Drug & Alcohol documentation provided prior to any personnel changes
 - NPU will be notified immediately of any failures
 - Annual report will be provided to NPU providing test results for 49 CFR Parts 199.119 and 199.229

Equipment Requirements

- Flame Ionization (FI) Unit - Bascom Turner gas rover with GPS or equivalent
- Combustible Gas Indicator (CGI) unit - Bascom Turner gas rover with GPS or equivalent
- Global Positioning System (GPS) unit - Bascom Turner gas rover with GPS or equivalent
 - All GPS/GIS data must meet the following requirements
 - Data must be delivered in an ESRI compatible format
 - GPS locations collected at sub-meter accuracy
 - Data delivered in State Plane NAD 83 horizontal datum
- Vehicle and pump system for mobile driving survey

Scope of services

- Mobile Survey

- FI driving survey less than 5 mph over all NPU gas mains
- Walking survey of all nonpaved right of ways, meter regulator stations and bridge crossings
- Perform under river crossing survey. FI as much as possible and visual of remainder
- Document atmospheric corrosion and any other abnormal conditions
- Document and classify leaks
 - GPS bar hole locations
 - Barhole all 4 directions until 0% gas found
 - Classify leaks per NPU O&M manual
 - Notify NPU Gas General Foreman or his designee of all class I leaks by phone as they are found
 - Notify NPU Gas General Foreman and Field Service General Foreman of all class II & III leaks daily
- Document survey route using GPS tracking.
- Document river crossings surveys
- Verify all missing mains and then resurvey
- Provide final report including:
 - GIS map of all mains surveyed
 - All leak reports
 - Atmospheric corrosion and any other abnormal conditions
 - River crossing surveys
- Estimate 21 days
- Walking Public Building Survey
 - Walking survey of all Public Buildings gas services (Main to meter) using FI and CGI all above ground piping - (listing provided by NPU)
 - Document and classify leaks
 - GPS bar hole locations

- Barhole all 4 directions until 0% gas found
- Classify leaks per NPU O&M manual
 - Notify NPU Gas General Foreman or his designee of all class I leaks by phone as they are found
 - Notify NPU Gas General Foreman and Field Service General Foreman of all class II & III leaks daily
- Document service survey using GPS tracking
- Document atmospheric corrosion and any other abnormal conditions
- Verify all missing mains and then resurvey
- Estimate 45 days
- Provide final report including:
 - GIS map of all services surveyed
 - All leak reports
 - Atmospheric corrosion and any other abnormal conditions
 - List of any buildings that inside meter set could not be surveyed

Walking Residential Gas Leakage Survey

- Walking Residential Survey
 - Walking survey of approximately 1/3 of gas services each year. Gas services will be surveyed from main to meter using FI and CGI on all above ground piping - (listing provided by NPU)
 - Inside meter sets
 - Attempt access for any inside meter sets by knocking on door
 - Provide daily list to GF of all meters that could not be accessed
 - Document and classify leaks
 - GPS bar hole locations
 - Barhole all 4 directions until 0% gas found
 - Classify leaks per NPU O&M manual

- Notify NPU Gas General Foreman or his designee of all class I leaks by phone as they are found
 - Notify NPU Gas General Foreman and Field Service General Foreman of all class II & III leaks daily
- Document service survey using GPS tracking
 - Document atmospheric corrosion and any other abnormal conditions
 - Verify all missing services and then resurvey
 - Estimate 35 days
 - Provide final report including:
 - GIS map of all services surveyed
 - All leak reports
 - Atmospheric corrosion and any other abnormal conditions
 - List of any buildings that inside meter set could not be surveyed

Bidder shall complete and return the attached "Experience Sheet".

For site visitation, questions or clarifications please contact Tammy Petersen, Purchasing & Inventory Supervisor at tammypetersen@npumail.com.

This work is for the calendar year 2012 with two additional years at the option of the Purchaser.

Insurance certificates in the amounts as indicated in the attached must be submitted by the successful bidder.

Norwich Public Utilities reserves the right to reject any and all bids and to make such awards, including awards not to the low bidder as it deems in our opinion to be in the best interest of Norwich Public Utilities. Awards made by Norwich Public Utilities shall be final and conclusive and without recourse or appeal by any bidder.

- A. Contractor's Insurance- Each Bidder must be able to enter into contract, covering the work, within 10 days from the acceptance of his proposal. The successful bidder must, within 10 days from the date of acceptance of his proposal, file with the City, Workmen's Compensation, Comprehensive General Liability, Comprehensive Auto Liability, Certificates of Insurance satisfactory to the City, in compliance with the law, and in the following form and amount:
- Comprehensive General Liability

Premises – Operations – Products/Completed Operations

General Aggregate	\$2,000,000.00
Occurrence	\$1,000,000.00

Comprehensive Automobile Liability

Combined Single Limit	\$1,000,000.00
Workmen's Compensation	Statutory
Employer's Liability	\$100,000.00

Fire and Special Extended Coverage in Builder's Risk policy in the amount of 100% of insurable completed value

If subcontractors are employed, same limits as named above shall apply and the certificate of insurance must be filed with the City.

No contract shall be binding upon the City of Norwich until such bond shall have been given and until Comprehensive General Liability, Comprehensive General Auto Liability and Workmen's Compensation policy certificates indicated above have been filed with the City and approved as to form and sufficiency by the City. The insurance certificate policy provided by the successful bidder and all subcontractors shall carry a statement by the insurance company that the City of Norwich will receive at least ten (10) days prior to cancellation of any portion of the policies or any modifications in the insurance coverage that may affect the City's interest. The cost of all insurance coverage shall be included in the price of the contract cost.

The insurance company must be licensed to do business in the State of Connecticut and must be satisfactory to the City of Norwich. THE CITY OF NORWICH MUST BE NAMED AS ADDITIONAL INSURED.

Bid Cost sheet:

Quoted survey per day cost is inclusive of all support work. The cost is to include all submissions including GIS data, leak reports and final report.

Task	Cost / Day	Estimated Quantity	Total
Mobile Survey	_____ \$/ day	21 days	_____
Public Building Survey	_____ \$/ day	45 days	_____
Residential Survey	_____ \$/ day	45 days	_____

