

Kawela Plantation Homeowners Association Procurement REQUEST FOR PROPOSALS	Solicitation Number	2010-0010
	Contact	Juanita N. Colon General Manager Email: kawelapha@gmail.com

Description: Full Service Operation And Maintenance (O&M) Services For The Kawela Plantation Water System, PWS 248

Submit Offer: No Later than 5:00 P.M. **March 01, 2010**

Technical Questions: Shall be received in writing by: **February 15, 2010**

On-Site Visit: May be scheduled with the Associations office.

*****INSTRUCTIONS*****

NUMBER OF COPIES TO BE SUBMITTED: ONE (1) EACH Technical and One (1) each Price Proposal (**use Page 11**) must be submitted in a sealed envelope. Data requirement from Page 10 must be submitted with your technical proposal. Please show solicitation number on both envelopes. KPHA assumes no responsibility for unmarked or improperly marked envelopes. All confidential information which is considered to be exempt from disclosure should be marked as propriety. KPHA reserves the right to determine which information is considered propriety.

SUBMIT YOUR OFFER TO THE FOLLOWING ADDRESS: *The Term "Offer" Means Your "Response to this Solicitation"*

MAILING ADDRESS:

Kawela Plantation Homeowners Association
 General Manager
 PO BOX 28
 Kaunakakai, HI 96748
 Attention: Juanita N. Colon,

AWARD & AMENDMENTS		The award, this solicitation, and any amendments will be posted on the Association website. www.kawelapha.com							
You must submit a signed copy of this form with Your Proposal. My signature indicates my agreement to be bound to the terms and conditions contained herein.									
NAME OF OFFEROR (Full legal name of business submitting the offer)					OFFEROR'S TYPE OF ENTITY: (Check one)				
AUTHORIZED SIGNATURE					<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other _____				
					TAXPAYER IDENTIFICATION NO				
Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.					DATE				
PRINTED NAME/TITLE (Printed name and Business title of person signing above)					DATE				
Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.									
OFFEROR'S ADDRESS					CITY/STATE		ZIP CODE		
PHONE			FAX		E-MAIL				
ACKNOWLEDGMENT OF ADDENDUMS <small>Please initial</small>		Addendum No.		Addendum No.		Addendum No.		Addendum No.	
		Addendum Date		Addendum Date		Addendum Date		Addendum Date	
I hereby certify that price(s) contained herein include all costs for permits, fees, labors, materials, equipment, maintenance, and services.									
ACCEPTED BY: _____									
Jeff Spencer, Board President					DATE				

SECTION I: GENERAL INFORMATION

The purpose of this Request for Proposals is to seek a qualified Contractor to provide FULL SERVICE OPERATION AND MAINTENANCE (O&M) SERVICES OF THE KAWELA PLANTATION WATER SYSTEM located at Kawela, Molokai, Hawaii.

- An onsite visit is encouraged. An on-site visit may be scheduled with the Associations Office.

Your technical proposal need not be in any particular form, however, all proposals must provide satisfactory evidence of ability to furnish services in accordance with the terms and conditions outlined herein. All proposals must be complete and carefully worded and must convey all of the information requested in order to be considered responsive. If the proposal fails to conform to the essential requirements of this RFP, KPHA alone will be the judge as to whether that variance is significant enough to consider the proposal non-responsive and therefore not considered for award. Unless stated otherwise herein, the basic and governing language of the contract resulting from this solicitation shall be comprised of the RFP documents, including any attachments and Addendums, and the successful offeror's signed proposal. In the event of a conflict between the two documents, the RFP shall govern.

The successful offeror(s) will provide skilled, technical and manual work for the daily operations and maintenance requirements, maintain required records and reports, and perform related work as required. This O&M duty requires a broad knowledge base of policy and organizational guidelines. Technical Proposal must demonstrate:

1. Verification of qualified personnel to perform the services requested. Work shall be provided by a licensed contractor. Personnel performing the work shall be certified State of Hawaii Water Distribution Operators (DSO1 or greater) or under the supervision of a certified operator.
2. Past performance record for work of similar nature, financial capabilities, and history.
3. Effective operational plans (scenarios).
4. Cost effective and efficient labor, equipment, materials and services to perform all required duties for the daily operations and maintenance for the water system.

SECTION II: TERMS AND CONDITIONS

Addendums: All addendums to and interpretations of this solicitation shall be in writing from the Board of Directors. Any errors or omissions requiring correction shall be brought to the General Manager's attention immediately. The Association shall not be legally bound by any addendum or interpretation that is not in writing.

Award Criteria: Technical Proposals will be evaluated, qualified and ranked. After Technical Proposals are evaluated, qualified and ranked, the Price Proposal will be opened and evaluated. The highest ranked proposal(s) may warrant an oral presentation. If applicable, you will receive an invitation to make an oral presentation. KPHA reserves the right to interview all or any of the responding firms to this RFP. KPHA anticipates that it will award contract(s) in a timely manner. All respondents will be notified in writing of the final selection.

The following criteria will be used to evaluate Proposals:

1.	Prior experience operating similar systems & qualifications	55	points
2.	Monthly fixed rate	20	points
3.	Emergency Response/Disaster Mitigation Price	15	points
4.	Proximity to project	10	points
Total Possible Points		100	points

Your proposal must provide adequate proof of ability to provide services. Specifications are not intended to be restrictive, but indicate the required features for satisfactory performance. The substance of technical proposals will carry more weight than the format. KPHA will determine if minor deviations are acceptable. All work will be performed in accordance with applicable local, state and federal requirements. All proposals must be complete and carefully worded and must convey all of the information requested in order to be considered responsive.

Certificate Of Insurance: Successful offeror(s) shall name the KPHA as additional insured on the contractor's insurance policies. Contractor will be required to provide a Certificate of Insurance for any Sub-Contractor visiting on-site in the subdivision and those that are so located, and those that provide on-site equipment maintenance, evaluation, or other services for the protection of KPHA, contractor shall maintain throughout the performance of its obligations under this Agreement a policy or policies of Workers' Compensation Insurance with such limits as may be required by law, and a policy or policies of general liability insurance with limits sufficient to cover any loss or potential loss resulting from this contract insuring against liability for injury to and death of persons and damage to and destruction of property arising out of or based upon any act or omission of the CONTRACTOR or any of its subcontractors or their respective officers, directors, employees or agents and a policy or policies of Automobile Liability Insurance with such limits as may be required by law insuring against liability for injury to and death of persons and damage to and destruction of property arising out of or based upon any act or omission of the CONTRACTOR or any of its subcontractors or their respective officers, directors, employees or agents while operating their vehicle(s) on KPHA property. The CONTRACTOR shall carry and maintain at its own cost with such companies as are authorized to do business in the State of Hawaii all necessary liability insurance (which shall include the minimum requirements set forth below):

1. Worker's Compensation to the full extent as required by applicable law; and Employer's Liability Insurance \$1,000,000 each accident.
2. Commercial General Liability Coverage, in not less than the following amounts:
 - Bodily Injury and Property Damage Liability
 - \$1,000,000 each occurrence
 - \$2,000,000 general aggregate
 - \$2,000,000 products
3. Comprehensive Automobile Liability Insurance covering all owned and non-owned and hired vehicles including the loading and unloading thereof with limits of:
 - Bodily Injury and Property Damage Liability
 - \$1,000,000 each accident

Competition: This solicitation is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested offeror to notify the General Manager in writing so as to be received five (5) days prior to opening date. The solicitation may or may not be changed but a review of such notification will be made prior to award.

Contract Administration: Questions or problems arising after award of this contract shall be directed in writing to the General Manager, PO BOX 28, Kaunakakai, HI 98748.

Correction Of Errors On Response Form(s): All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the proposal. Erasures or use of typewriter correction fluid may be cause for rejection. No proposal shall be altered or amended after specified time for reviewing.

Default: In case of default by the contractor, KPHA reserves the right to purchase any or all items in default in the open market, charging the contractor with any additional costs. The defaulting contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.

Dispute Resolution: The basic and governing language of any contract resulting from this solicitation shall be comprised of this solicitation, including any attachments and/or addendums. KPHA specifically waives their rights to litigate all claims and/or disputes in a court of law. Instead, KPHA believes the following procedures are in the best interest of both parties:

1. Meeting. KPHA agrees to negotiate in good faith toward the resolution of any claim, dispute, or other matters in question arising out of or relating to this Agreement or the breach thereof. The parties shall promptly meet in an effort to resolve the dispute.
2. Mediation. If the dispute is not resolved by the meeting described above, the dispute shall be referred to meditation. The costs of the mediation service shall be borne equally by the parties.
3. Arbitration. If the dispute is not resolved by the mediation, it shall be decided by binding arbitration by an impartial and disinterested arbitrator. The party prevailing in the arbitration shall be awarded attorneys' fees and costs against the other party. Judgment on any award of the arbitrator(s) may be entered in accordance with applicable law in a court having jurisdiction thereof. Should any party to the arbitration seek to oppose or prevent the entry of a judgment based upon the award or decision of the arbitrator(s) and fail in such effort, said party shall be obligated to pay the reasonable legal fees and costs of the other party.

Indemnification: Any term or condition is void to the extent it requires KPHA to indemnify anyone.

Non-Appropriations: Any contract entered into by KPHA resulting from this bid invitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

Protection Of Human Health & The Environment: KPHA requires all contractual activities to be in compliance with local, state, and federal mandates concerning "Protection of Human Health and Environment". Any contractor doing business with KPHA will be required to document compliance and to specify prudent practices used by the contractor to address applicable mandates including, but not restricted to "The Occupational Safety and Health Standards" OSHA CFR 1910. By submission of this proposal, the vendor agrees to take all necessary steps to insure compliance with these requirements.

Publicity: Contractor shall not publish any comments or quotes by KPHA employees, or include KPHA in either news releases or a published list of customers, without the prior written approval of

the General Manager.

Rejection/Cancellation: KPHA reserves the right to accept or reject any, all or any part of the statements received as a result of this request, or to cancel in part or in its entirety this request if it is in the best interest of KPHA to do so. KPHA will be sole judge as to whether statements submitted meet all requirements contained in this solicitation. KPHA will not be responsible for any cost incurred in the preparation of qualification statements. All statements shall become the property of KPHA upon submission.

Termination: Subject to the conditions below, the contract may be terminated for any reason by the KPHA Board of Directors providing a 30 day advance notice in writing is given to the contractor.

For Convenience - In the event that this contract is terminated or canceled upon request and for the convenience of KPHA without the required thirty (30) day's advance written notice, then KPHA may negotiate reasonable termination costs, if applicable.

For Cause - Termination by KPHA for cause, default or negligence on the part of the contractor shall be excluded from the foregoing conditions; termination costs, if any, shall not apply. The thirty- (30) days advance notice requirement is waived and the default clause in this solicitation shall apply.

SECTION III: SCOPE OF WORK

Required Deliverables For Operations And Maintenance (O&M) Services For The Kawela Water System

The successful bidder will be supplied with a small office room (contains SCADA monitor) at the Kawela Plantation office and a large base yard including a 2000 sq. ft. building, storage container, and one acre of flat land.

System Description: The original developer of the Kawela Plantation subdivision in 1980 installed The Kawela Plantation Homeowner's Association water system. The Kawela Plantation operates a public water system that services approximately 98 homes with approximately 147 service connections, with a maximum service connection of 210. Mainly due to the topography of the area, the potable water system is divided into two pressure zones at this time. Units 1 and 2 are served by both pressure zones and Unit 3 is served by the high pressure zone. The Kawela Plantation Water System has been largely operated by contract operators. The water system consists of three ground water wells, treatment with calcium hypochlorite, storage, and distribution. The average daily demand is 150,000 gallons. We are currently undergoing 2 new well construction which should be completed by the end of the year.

Essential Tasks: Tasks 1-33 listed below represent the majority of the time spent performing O&M duties.

1. Monitor and perform all daily operations of the water supply systems.
2. Inspect equipment and processes to determine efficiency of operations and maintenance for continued healthful conditions.
3. Start up, shut down, regulate and adjust motors, pumps, compressors, grinders, blowers, valves and other apparatus to meet changing operating conditions and adjust chemical rates as necessary
4. Conduct field test results and initiate corrective action as necessary

5. Monitor and process data: enter data and laboratory results into log books and/or computer system daily and generate required reports
6. Troubleshooting technical and mechanical problems
7. Perform preventive maintenance on equipment
8. Perform and/or assist with equipment repairs as needed
9. Advise and consult with the General Manager on unusual operational problems or the need for major repairs
10. Adherence to safety guidelines of OSHA and other pertinent agencies
11. Properly maintain inventory of treatment chemicals and other supplies and materials as needed for daily operations; Contractor will be available on-site for all chemical and equipment deliveries;
12. Monitor all emergency expenditures and prepare justification related reports
13. Ensure total compliance with policies and procedures, Hawaii Department of Health, Department of Land and Natural Resources – Water Commission, and EPA regulations, and all other applicable laws, regulations, and standards of quality and safety, including, but not limited to, routine water supply and testing and reporting on specialized schedules
14. Perform general administrative / clerical work as required, including but not limited to conducting and attending meetings, preparing reports and records, preparing spreadsheets, copying and filing documents
15. Receive and respond to inquiries, requests for assistance or complaints from customers or the general public as required and promptly notify KPHA officials as required
16. Attend required meetings, training, seminars, etc., as appropriate to enhance job knowledge and skills and to sustain or upgrade operator licensing (at Contractors Expense)
17. Test, install, operate and repair all required equipment such as boosters, pumps, motors, main valves, heavy equipment, meters, or the application of software for meters, or other systems hardware
18. Serve on call 24 hours per day, 365 days per year to ensure uninterrupted service for customers (by a certified operator)
19. Conduct site visits with visual inspection of the system, daily. Inspection shall include but not limited to, all wells, storage tanks, pump stations, distribution lines, chlorination system
20. Conduct routine daily analysis for water quality assurance as required by HDOH and other state, county and Federal regulatory agencies. Contractor is responsible for all testing supplies and equipment for routine testing, to include (but not limited to), ph, chlorine levels, temperature, dissolved oxygen, etc.
21. Establish and maintain all required records and data logs for the system to include test equipment calibration logs;
22. Prepare and submit monthly, quarterly and annual reports for owner to regulatory agencies
23. Maintain sufficient spare parts inventory with complete listing available to the owner at all times.
24. Perform all duties and requirements related to service and/or work orders provided to Contractor by owner on a daily basis.
25. Coordinate with General Manager on the inspection of new water service connections to the system; (to include backflow preventor's if applicable)
26. Assist owner and other external consultants on proposed improvements or expansions of the system;
27. Provide notification to the owner of any and all situations that may occur that could cause system operational problems, dangers to the health, safety, and welfare of customers or neighboring individuals and landowners, or to the environment general
28. Properly collect, preserve, and deliver required water and samples to a certified laboratory,

as chosen and contracted with by owner

29. Provide after-hours, weekend and holiday emergency call center for system customers.
30. Make recommendations as to best practices within the industry to enhance and improve the effectiveness, efficiency, and safety of the systems.
31. In any instance where a third party contractor is required to effect repairs, successful Offeror will assist in overseeing related work.
32. Install/repair/replace water meters and services as required.(to include backflow preventor)
33. Read, record, and supply water meter readings to the owner for billing purposes on or near the first of the month

Fluctuating Tasks: Tasks 1-4 listed below may fluctuate and require “other” than routine O&M services.

1. Contractor will take all necessary actions and use best judgment practices to minimize and prevent man-made emergency situations.
2. Contractor shall assist in developing and/or maintaining necessary emergency response plans including, but to limited to; natural disasters, draught response, drinking water quality emergencies, and water supply failures and provide copies of such to the General Manager.
3. In the event of natural disaster or emergency, rates shall include the rental and/or operation of equipment, such as (but not limited to)
 - Trucks
 - Backhoes
 - Pumps
 - Trailers
 - Tanks
 - Generators
4. Successful offeror(s) shall be responsible for managing inventory and shall submit requisitions for routine supplies in as needed quantities to avoid stock depletion. KPHA will procure and/or authorize the purchase of routine supplies and chemicals in a timely manner. Successful offeror will attempt to get prior authorization for the purchase/rental of equipment and supplies if other than routine or if Emergency takes place during normal business working hours.

Water Supply System Operations Tasks: Tasks 1-13 listed below are associated actions relating to water supply system operations, but are not limited to task 1-13.

1. Provide for and manage the operation, maintenance and repair of the treated water distribution system in accordance with generally accepted industry standards, environmental regulations to efficiently deliver treated and safe water to Customers.
2. Respond to any water distribution system pipe line leak or break within (1) hour of being notified or otherwise learning of such leak or break.
3. Manage the repair of any water distribution system leaks or breaks which occur within any water and/or service lines up to and including the water meter installation, including proper notification to residents of water outages.
4. Manage related traffic control in accordance with HIDOT standards, including warning signs and proper maintenance of open cuts and excavation.
5. Backfill, compact, sod, and/or repair all excavations.
6. Operate a water distribution system maintenance program which will include regular flushing water main, system pressure regulation and system zone pressure balancing in accordance with EPA and AWWA operation and maintenance standards.
7. Install new water service connections and/or water meters as needed in a timely manner and in no event later than the fifth (5th) working day after receipt of a work order calling for such installation, unless any delay beyond five (5) working days is due to unavailability of parts or circumstances outside of it’s control

8. Complete work orders for disconnections, reconnections, meter tests, and other general work orders for existing water services in a timely manner and in no event later than the fifth (5) working day after receipt of a work order, if delay is unavoidable, notify the General Manager.
9. Notify and inform General Manager and provide with a weekly update of completed work orders for any meter changes and new meter installations.
10. Respond to emergency conditions without a work order and within 1 hour of being notified or otherwise learning of such emergency.
11. Determine where backflow prevention is needed, inspect backflow prevention devices, keep records of actions related to a backflow prevention program.
12. Recommend and/or assist in cleaning and inspection of potable water storage tanks, both internally and externally. The results of such inspections shall be provided in a timely manner for purposes of developing any needed capital improvements or major maintenance needs.
13. Maintain water levels at a desirable level to ensure proper fire flow, adequate water supply and pressure to the system.

Specific Services:

Performed Daily (Monday through Friday)

1. Provide system check, monitoring and written reports. Inspection shall include, but not limited to:
 - a. Well piping and components
 - b. Electrical components of the water systems
 - c. Transmission and distribution waterlines
 - d. Water meters
 - e. Chlorinators
 - f. Water Reservoirs
 - g. Pumping
 - h. Backflow Assemblies
 - i. Monitoring Equipment
 - j. Gate Valves, Air Relief Valves (ARV), Pressure Reducing Valves (PRV) and hydrants
2. Maintain chlorinating system according to State Department of Health and manufacturer recommended practices. Distribution monitoring will be done at the designated sampling sites to include, but not limited to:
 - a. Testing chlorine residual and logging readings
 - b. Adjusting chlorine feeder as needed
 - c. Chlorine chemicals are provided by the operator as part of its monthly fixed fee schedule.
3. At the pumping systems, the following will be done:
 - a. Check meter readings and log.
 - b. Check operational status and log.
 - c. Check pressure reading and log.
 - d. Check and log run time meter (rtm) on pumps and motors.
4. Check reservoirs and record levels.
5. Maintain water system journal.
6. Coordinate with KPHA to maintain housekeeping for the tank sites, well sites, pump and booster stations, and distribution lines (i.e., crossover). Area of responsibility shall be within the fenced areas.

Performed Weekly

1. Provide weekly reports to include well flows and highlights of events that occurred. Weekly reports are due the following Wednesday to also include the pumping rate and electrical demand.

Performed Monthly (Monthly reports are due the 2nd Tuesday of the month.)

1. Prepare and Maintain Preventive Maintenance schedule.
2. Provide bacterial sampling and repeat as needed. Review bacterial sampling results.
3. Provide monthly report to KPHA to include:
 - a. Well flows
 - b. Residential meter readings, domestic and ag meters with a report
 - c. Highlights of events that occurred
4. State Department of Land and Natural Resource Report to include water pumped and chlorides or conductivity or salinity.

Quarterly or as Needed

1. Report of critical spare parts inventory.

Semi-Annually

1. Provide labor and materials for preventive maintenance on electrical controls for the pumps to include:
 - a. Check wiring and connections and clean Motor Control Center.
 - b. Check and calibrate monitoring equipment, if applicable.

Annual

1. Provide annual or as needed lead and copper, Phase II & V sampling and testing, along with other required testing.
2. Provide labor and materials to exercise road valves on a regular basis.
3. Provide labor and materials to maintain hydrants/standpipes.
4. Provide labor and materials to test backflow assemblies.
5. Provide labor and materials to flush systems.
6. Provide labor and tools to service ARV and PRV.
7. Prepare annual system report to include Consumer Confidence Report (CCR).
8. Update water system maps as needed.
9. Update Operations and Maintenance Plan, to include Emergency Plan.
10. Assist KPHA in creating a capital replacement budget.
11. Provide preventive maintenance check on SCADA system.

As Needed

1. Provide labor and materials to install meters and backflow assemblies.
2. Provide 24 hours, seven (7) days on call emergency services.
3. Assist KPHA with customer complaints and questions.
4. Assist KPHA with technical and compliance issues involving Rules and Regulations.
5. Cleaning of road valve boxes.
6. Service check of SCADA system.

IN ALL CASES, WORK SHOULD BE CONDUCTED IN A MANNER TO INCONVENIENCE CUSTOMERS TO THE LEAST EXTENT POSSIBLE.

SECTION IV: REQUIRED VERIFICATION SOURCES

Entity/Company Contact Person	Telephone #/Fax #/e- Mail Address	Contract Commitment Period	Services Committed

REFERENCES:

Who can verify work for similar project scope. Please indicate the services that you have three (3) years of documented experience. Please propose only the services that your company is qualified to propose.

Company Contact Person	E-Mail Address	Telephone #	Fax #

SUBCONTRACTORS LIST

All subcontractors must be listed below. KPHA reserves the right to approve all subcontractors; any subcontractor not listed herein must be approved with a written consent from Procurement Director. Please attach any additional numbered pages as required.

SUBCONTRACTORS LIST, Page 1			I
SUBCONTRACTOR:		ITEM OF WORK:	
LOCATION/ADDRESS:		E-MAIL	
LICENSE NO.	EXPIRATION DATE: / /	PHONE: ()	
SUBCONTRACTOR:		ITEM OF WORK:	
LOCATION/ADDRESS:		E-MAIL	
LICENSE NO.	EXPIRATION DATE: / /	PHONE: ()	
SUBCONTRACTOR:		ITEM OF WORK:	
LOCATION/ADDRESS:		E-MAIL	
LICENSE NO.	EXPIRATION DATE: / /	PHONE: ()	

SECTION V: SUBMITTAL FORM

KAWELA PLANTATION HOMEOWNERS ASSOCIATION REQUEST FOR PROPOSAL PRICED PROPOSAL SUBMITTAL FORM	Solicitation Number 2010-0010 Contact: Juanita N. Colon General Manager Email: kawelapha@gmail.com						
AWARD & AMENDMENTS The award, this solicitation, and any amendments will be posted on the Association website. www.kawelapha.com							
You must submit this page (Page 11) signed your Price Proposal, in a separate sealed envelope. Your signature indicates your agreement and acknowledges to be bound to the terms and conditions contained herein.							
NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other _____						
AUTHORIZED SIGNATURE							
Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.							
PRINTED NAME/TITLE (Printed name and Business title of person signing above)							
INSTRUCTIONS REGARDING OFFEROR'S NAME: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.							
OFFEROR'S ADDRESS	CITY/STATE	ZIP CODE					
PHONE	FAX	E-MAIL					
ACKNOWLEDGMENT OF ADDENDUMS <i>Please initial.</i>	Addendum No.	Addendum No.	Addendum No.	Addendum No.	Addendum No.	Addendum No.	Addendum No.
	Addendum Date	Addendum Date	Addendum Date	Addendum Date	Addendum Date	Addendum Date	Addendum Date
I hereby certify that price includes cost for permits, fees, personnel, labor, materials and equipment required to perform O&M services and to fully meet all terms, conditions and requirements as specified herein for the below price(s):							
A. Full Service Water Operation and Maintenance: \$ _____ per month x 12 months = \$ _____							
B. Standard Hourly Repair Rates (Standard = normal business hours)							
Standard Rate: \$ _____ /hour x 100* Hrs. = \$ _____ *100 hrs. annually, estimated NTE (not to exceed)							
C. Premium Hourly Repair Rates (Premium = other than normal business hours)							
Premium Rate: \$ _____ /hour x 100* Hrs. = \$ _____ *25 hrs. annually, estimated NTE (not to exceed)							
I hereby certify that price(s) contained herein includes all costs for permits, fees, labors, materials, equipment, maintenance, and services.							
ACCEPTED BY: _____ JEFF SPENCER, BOARD PRESIDENT				_____ DATE			