

February 12, 2020

Dear Backflow Assembly Tester:

Lakewood Water District implemented a coordinated backflow assembly test program in 2016 designed to provide its customers with the convenience and cost efficiency of having their assemblies tested and billed through the regular water billing process. To date, 1380 customer assemblies are signed up for this program.

The District is now opening the bidding process for 2020 for testing from April 1, 2020 thru March 31, 2021. This competitive bidding process will provide our customers with optimal pricing as well as afford the successful bidder the opportunity to obtain work and plan efficiently. If you wish to participate, please review the enclosed contract and scope of services and submit a bid. The District anticipates this will continue to be an annual process and may change in scope as the program grows.

Enclosed with this letter is, Scope of Services and 2020-2021 Bid Submittal Form. Bids must be received at the District office no later than March 3, 2020 at 10:00am. The lowest responsible bidder will be awarded the contract by the Board of Commissioners at its Regular Meeting on March 9th beginning at 3:30pm.

If you have any questions regarding this program or the bidding requirements, please contact me prior to submitting your bid.

Sincerely,

Shaun Jorgensen
Water Quality Specialist &
Backflow Testing Program Coordinator
253-588-4423
sjorgensen@lakewoodwater.org

Exhibit A – Scope of Services

Work

Backflow assembly testing and applicable minor repairs and retesting as described below for LWD customers.

Requirements

1. Tester will test backflow assemblies using Washington State approved test procedures.
2. A test will consist of initial test and retest after cleaning or minor repairs as necessary.
3. Contractor will need to provide copies of their current State of Washington Business License, Contractor's License, and Plumber's Specialty License with their bid.
4. Contractor shall maintain General Liability Insurance for no less than \$2,000,000 and Automobile Liability Insurance for no less than \$1,000,000. LWD shall be named as an additional insured on the policies. Contractor shall provide LWD with proof of Insurance and endorsement(s) to the insurance policies satisfactory to LWD evidencing all of the required coverage.
5. Contractor shall provide a copy of current test kit calibration certificates for all test kits being utilized on tests for LWD customers and shall submit updated calibration certificates as needed.
6. Contractor shall provide a copy of current BAT certification for any tester completing tests for LWD customers.
7. Contractor shall attempt to utilize LWD test report forms as provided but may use their own form if needed. Contractor's form must be approved by LWD.
8. Contractor must be willing to test and repair all types and sizes of backflow assemblies in various location types (including but not limited to vaults, platforms, mechanical rooms, etc.)
9. For assemblies failing the initial backflow assembly test, Tester shall make minor repairs (such as cleaning, flushing, replacing plugs, flipping discs, etc.) and retest the assembly. The initial test, minor repairs, and retesting are included in the base testing fee. For assemblies that fail the retest, Tester shall make detailed notations on the test report including recommendations for potential repair or replacement for follow up by LWD. Customer will be notified and responsible for making repair and retest arrangements.
10. Contractor shall leave a written form for the homeowner (company name, date, tester initials, pass or fail) indicating annual test has been completed by one of the following ways; attaching a test record tag to the backflow assembly, leaving a doorhanger, or a copy of the completed test report.
11. Test reports shall be complete when submitted. Tester is responsible for verifying all data is correct and all fields are complete.
12. Test Letters will be issued on approximately the 1st of the month and will be due with a detailed invoice no later than the 5th of the following month. Exceptions may be permitted upon request when coordination for access proves difficult or circumstances are otherwise out of Tester's control.
13. The number of tests provided will vary month to month, but Contractor can expect heaviest workload April through September.
14. Tests must be completed Monday through Saturday between 7:00am and 7:00pm unless otherwise coordinated with Owner.
15. Tester is responsible for fully restoring Owner's property to its original pre-test condition. Tester may note landscaping nuisances on test report.
16. Tester shall refer all complaints and/or Issues to LWD.
17. For all backflow tests where assembly is not located near the street, Tester shall attempt to notify Resident of his/her intent to test when arriving at a property by knocking on the door. If there is no response, Tester may proceed with testing. For testing of assemblies requiring special access such as in crawl space, garage, or locked back yard, Tester will need to coordinate access with Owner.
18. Contractor is responsible for notifying all employees of these requirements prior to testing.

**Exhibit B 2019-2020
Bid Submittal**

Company Name

Name of Person Submitting Bid

Title of Person Submitting Bid

Address

Phone _____

Fax _____

Cell _____

E-mail _____

Test Cost Per Backflow Assembly _____

References:

1

2

3

4

5

I understand that I must provide copies of insurance, certification, calibration, and all required licenses with this bid.

Signature _____

Date _____