



CITY OF BRISTOL, VIRGINIA

REQUEST FOR BIDS

**BRISTOL INTEGRATED SOLID WASTE
MANAGEMENT FACILITY LANDFILL GAS
OPERATION, MONITORING & MAINTENANCE
SERVICES**

ISSUE DATE: NOVEMBER 15, 2019

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SECTION ONE

1.1 Purpose

The City of Bristol, Virginia is requesting bids from qualified contractors to perform landfill gas (LFG) collection system operation monitoring and maintenance (OM&M) services for the Bristol Integrated Solid Waste Management Facility (ISWMF). The project shall be performed in accordance with criteria set forth in the contract documents which shall include these documents. This document contains general information relating to the evaluation process, selection criteria and mandatory requirements that must be addressed for a bid to receive consideration.

1.2 Scope

This project is to perform OM&M services on the LFG system at the Bristol ISWMF located in Bristol, Virginia. The ISWMF consists of various municipal solid waste management units including three (3) solid waste landfills. The landfills are equipped with a LFG collection system which ultimately discharges to either a landfill gas to energy (LFGTE) plant or a utility flare. The LFG collection system currently consists of 44 wells, of which, approximately half have been equipped with dedicated pumps to keep them dewatered to enhance gas collection. This project is for monthly services from January 1, 2020 to December 31, 2020.

TASK	FREQUENCY	FEE SCHEDULE
Task 1 – Monthly GCCS OM&M	Monthly	Bid Form
Task 2 – Report & Documentation	Monthly	Bid Form
Task 3 – Pneumatic Pump Maintenance	Quarterly/As Needed	Bid Form
Task 4 – 5 & 15 Day NSPS Rechecks	As Needed	Bid Form
Task 5 – Well Raising and Repairs	As Needed	Bid Form

TASK 1 – MONTHLY GCCS OM&M

Perform routine OM&M services on the entire Gas Collection, Control System (GCCS) at the ISWMF. Bids should include the following services:

- Mobilization/Demobilization
- Wellfield Monitoring and Tuning – 1 x Per Month
- GCCS Component Integrity Checks – 1 x Per Month

TASK 2 – REPORT & DOCUMENTATION

Monthly reports, spreadsheets, and attend/coordinate conference calls as required. Field personnel will also be required to provide exit interviews with ISWMF staff following each monthly event. In general, reports, recordkeeping, and documentation that will be maintained and submitted shall include:

- Monthly Monitoring Report

- Field Logs/Log Book

TASK 3 – PNEUMATIC PUMP MAINTENANCE

Field personnel will pull, clean, test, and reinstall all pneumatic pumps at the facility as wells are being raised, when they become non-functional, or on a quarterly basis. Pump removed for cleaning or repair shall be replaced with a functioning spare pump so the well can be brought back into service in a timely manner while the other pump is being serviced. The removed pumps will then be cleaned and assessed for damage and repairs. Pricing for typical pump repairs and replacement, including labor, should be included in the bid package. The pumps are QED Environmental Systems “Autopump AP4 Ultra”.

TASK 4 – 5 & 15 DAY NSPS RECHECKS

Field personnel must review the data following each routine monthly monitoring event and make an attempt to clear or remedy all New Source Performance Standard (NSPS) exceedances on the same day. In the event that the exceedances cannot be corrected on the same day, an additional site visit will be required to perform required NSPS rechecks within the 5 and 15 day windows.

TASK 5 – WELL RAISING AND REPAIRS

Due to the operating conditions at the Bristol ISWMF, many of the LFG wells may require raising on a frequent basis. This, typically, involves installing additional ten (10) foot sections of well casing, gas suction line, condensate discharge line, and compressed air line. The pump located in the well will also have to be removed, serviced and re-set at the appropriate level following the installation of the new casing. The bid package should include a price per foot for raising a well and also pricing for typical well repairs. Any assumptions and conditions must also be included in the bid package.

1.3 Closing Date and Time

Sealed bids will be received by the Office of the Purchasing Agent of the City of Bristol Virginia, Room 208, City Hall, 300 Lee Street, Bristol, Virginia not later than 2:00 P.M. on Tuesday, December 10, 2019. Bids will not be received after this time and date. The completed and signed bid sheet shall be returned in an envelope or package, sealed and addressed as follows:

**Office of Purchasing Agent
300 Lee Street
Bristol, Virginia 24201**

**Bid for Bristol ISWMF LFG OM&M Services
Due Date: 2:00 P.M., December 10, 2019**

1.4 Contract Documents

The Bid Request, including plans and specifications will be available in PDF format by request by from the Environmental Safety & Compliance Officer, 2125 Shakesville Rd., Bristol, Virginia 24201, or by email at mcampbell@bristolva.org beginning Friday, November 15, 2019.

1.5 Inquiries

All questions requesting interpretation or clarity to the Contract Documents must be submitted in writing to the Environmental Safety & Compliance Officer, Mark Campbell, 2125 Shakesville Rd., Bristol, Virginia 24201 or by email to mcampbell@bristolva.org. Interpretations or clarifications considered necessary in response to such questions will be provided by Addenda e-mailed to all parties recorded by the City as having received the Contract Documents. Questions received after December 3, 2019 may not be answered. Verbal or other interpretations or clarifications will be without legal effect. Addenda may be issued to correct, clarify or change the Contract Documents at the discretion of the Environmental Safety & Compliance Officer.

1.6 Site Evaluation

The site is open for inspection by any contractor submitting a quote. Anyone making a site visit must check-in at the scale house.

1.7 Evaluation of Bids

Evaluation of Bids will be based on criteria set forth in this document. The award will be made to the most qualified, responsive and responsible contractor.

1.8 Rejection of Bids

The City reserves the right to reject any and all bids, and accept the most qualified responsive and responsible contractor providing bid. The City reserves the right to discard all bid which are nonconforming, nonresponsive or conditional.

SECTION TWO

2.1.1 Insurance Requirements

The Contractor shall provide certificates of insurance for his firm and that of the subcontractor(s), which names the City of Bristol, Virginia, its officers, agents and employees as *additional insureds*. This coverage shall be reflected on the Certificates of Insurance (including any endorsements and riders thereto) which will be provided to the City. Each Certificate of Insurance shall require that notice be given, thirty (30) days prior to cancellation or material change in the policies, to the City of Bristol. Coverage shall be not less than the following amounts:

<u>General Liability</u>	
General Aggregate	\$1,000,000
Product Comp/OPS Aggregate	\$1,000,000
Personal and ADV Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (1 Fire)	\$50,000
Medical Expense (1 person)	\$5,000
 <u>Automobile Liability</u>	
Any Auto	\$1,000,000
 <u>Excess Liability</u>	
Each Occurrence/Aggregate	\$1,000,000

2.1.2 The Agreement

The project shall be subject to the terms of an Agreement mutually agreed upon between the City and the Contractor and to the content of this Request for Bids which is made a part of the Agreement by reference as though included verbatim.

2.1.3 Approximation of Quantities and Stability of Contract Price(s)

Contractors providing Bids should be aware that the quantities listed for work and materials are approximate only and are subject to increase or decrease and, whether increased or decreased, the unit price(s) quoted are to remain valid throughout the term of the contract. It is incumbent upon the contractor to independently estimate quantities upon which the contract unit price(s) are based.

2.1.4 Bids Submittal Instructions as to Method

Sealed bids for the above-referenced Bristol LFG OM&M Services will be received by the City of Bristol, Virginia as stated in *Section 1.3 Closing Date and Time* above.

No Bids will be received or accepted after the above specified time and date. Bids submitted after the designated hour will be deemed invalid.

When City gives a Notice of Award to the successful contractor, it will be accompanied by the required number of unsigned counterparts of the Agreement with all other written Contract Documents attached or referenced. Within five (5) days thereafter, Contractor shall sign and deliver the required number of counterparts of the Agreement and attached documents to the City with the required Bonds, Certificates of Insurance, and Power of Attorney. Within five (5) days thereafter, City shall deliver one (1) fully signed counterpart to Contractor.

The City reserves the right to waive any irregularities or to reject any or all submitted bids.

2.1.5 Employment Discrimination

Contractors must comply with the Code of Virginia, Section 2.2-4311 which prohibits discrimination in employment regarding race, religion, color, sex, national origin, age disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

2.1.6 Drug-free Workplace

Contractors must comply with the Code of Virginia, Section 2.2-4312 which requires that 1) a drug-free workplace be provided, 2) a statement be posted to notify employees regarding prohibition against the unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance or marijuana, 3) all employee solicitations include a statement that the contractor maintains a drug-free workplace, and 4) the foregoing be binding upon each subcontractor or vendor.

2.1.7 Immigration Laws

During the performance of this contract, the Contractor shall not knowingly employ an unauthorized alien as defined in the Federal Immigration Reform Act of 1986.

2.2 Bid Form

“Bristol LFG OM&M Services”

Instructions:

1. All bids must be submitted on the following form. Failure to complete the bid form in its entirety may cause the submittal to be rejected. The completed bid form must be signed by an authorized representative of the contractor.

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2.2 BID FORM

Project Name: Bristol ISWMF OM Services

Item No	Description	Quantity	Unit	Unit Price	Cost	Comments / Remarks
Task 1	Monthly GCCS OM&M					
1	Mobilization/Demobilization	1	LS			Includes a minimum of 30 wells.
2	Wellfield Monitoring & Tuning	44	EA			Per Well
3	GCCS Component Integrity Checks	1	LS			
	Total Monthly Cost for Task 1					
Task 2	Report & Documentation					
1	Monthly Monitoring Report	1	LS			
2	Field Log Book/Notes	1	LS			
	Total Monthly Cost for Task 2					
Task 3	Pneumatic Pump Maintenance					Task 3 is per pump.
1	Mobilization/Demobilization	1	LS			
2	Pump Extraction	1	LS			Cost to extract pump from well.
3	Pump Cleaning	1	LS			
4	Pump Assessment	1	LS			Determine if Pump requires repairs.
5	Pump Repairs	1	LS			Show price for ball valve replacement. Provide separate list showing cost breakdown of typical repairs (ball valves, regulators, etc.).
6	Pump Replacement	1	LS			Provide cost for replacement pump.
	Total Cost for Task 3					

2.2 BID FORM

Project Name: Bristol ISWMF OM Services

Item No	Description	Quantity	Unit	Unit Price	Cost	Comments / Remarks
Task 4	5 & 15 Day NSPS Rechecks					
1	Mobilization/Demobilization	1	LS			
2	Wellfield Monitoring & Tuning	1	EA			Per Well
3	GCCS Component Integrity Checks	1	LS			
	Total Cost for Task 4					
Task 5	Well Raising & Repairs					Task 5 is per well except Mobilization/Demobilization
1	Mobilization/Demobilization	1	LS			
2	Pump Removal	1	LS			
3	Pump Cleaning	1	LS			
4	Pump Assessment	1	LS			Determine if Pump requires Repairs.
5	Pump Reset	1	LS			
6	Well Casing Extension	10	LF			
7	Gas Suction Line Extension	10	LF			
8	Condensate Discharge Line Extension	10	LF			
9	Compressed Air Line Extension	10	LF			
10	Well Repair - Flexible Hose Replacement	1	LS			
11	Well Repair - Sample Port Replacement	1	LS			
12	Well Repair - Regulator Replacement	1	LS			
13	Well Repairs - All other	1	LS			
	Total Cost for Task 5					

AUTHORIZED REPRESENTATIVE:

DATE: