



# CITY OF SAN ANTONIO

P.O. Box 839966  
SAN ANTONIO, TEXAS 78283-3966

## ADDENDUM I

**SUBJECT:** Invitation For Bid, 6100001693 Annual Contract for Drain Cleaning Services at Animal Care Services, scheduled to open August 31 2012; date of issue August 15, 2012.

**FROM:** Paul J. Calapa, Purchasing Administrator

**DATE:** August 17, 2012

This notice shall serve as Addendum No. 1 to the above-referenced Formal Invitation for Bid, and shall become part of the original Bid package.

**THE ABOVE MENTIONED FORMAL INVITATION FOR BID IS HERBY AMENDED AS FOLLOWS:**

- 1. THE BID OPENING DATE FOR THE ABOVE MENTIONED INVITATION FOR BID IS HEREBY EXTENDED TO SEPTEMBER 5, 2012.**
2. Section 004 - SPECIFICATIONS/ SCOPE OF SERVICE, has been modified as per the attached.

**\*\*THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE BID PACKAGE\*\***

A handwritten signature in black ink, appearing to read 'Paul J. Calapa', written over a horizontal line.

Paul J. Calapa,  
Purchasing Administrator  
Finance Department – Purchasing Division

## REVISED – SCOPE OF SERVICES.

**SCOPE:** The City of San Antonio Building and Equipment Services Department (BESD) is seeking qualified Bidders interested in providing drain cleaning services on an as needed basis. This includes clearing all kennel drains of debris and any foreign materials lodged in the drain lines “Basic Services” and additional urgent requests to unclog drains or drain lines “Emergency Services” at the Animal Care Services Facility located at 4710 State Highway 151, San Antonio, TX. Contractor’s services shall include, but not be limited to:

- Proper cleaning and clearing of 315 2” Floor drains with a mechanical sewer cleaning machine as needed.
- Proper cleaning and clearing of 4 4” Main drains for each kennel with a large sewer machine and a High pressure 4000psi Jetter to pressure clean each drain as needed.
- Proper sealing of drain entry hatch after performing each cleaning.
- Proper cleaning of each lift station manually or by pumping as needed
- All materials, equipment and labor for performing preventive maintenance.

## DEFINITIONS:

For the purpose of the solicitation the following definitions will apply:

**Emergency:** Emergency Service response on site shall be required for any failure considered by City to be a matter of public or personal safety.

**Holidays:** Holidays are defined as City recognized holidays as published on the City’s web site at [www.sanantonio.gov](http://www.sanantonio.gov).

**Normal Working Hours:** Normal working hours are defined as Monday – Friday, 8:00 AM to 5:00 PM; Emergency services requested during normal working hours will be billed at the normal working hour rate specified in the Price Schedule.

**Overtime Working Hours:** Overtime work hours are defined as Monday – Friday, 5:01 PM to 6:59 AM, all day Saturday and Sunday. Emergency services requested during overtime hours or on holidays will be billed at the overtime rate specified in the Price Schedule.

## MINIMUM REQUIREMENTS:

Bidders who do not meet all of the Minimum Qualifications defined in this section will not be considered for award. Contractor and all other persons designated to provide said services required by this solicitation, must have the requisite training, licenses and/or certifications. At least one member of Contractor’s staff must have a current Plumbing Masters License issued by the Texas State Board of Plumbing Examiners and be registered with the City of San Antonio, through the Development Services Department throughout the term of the contract. Contractor must have five (5) years of commercial plumbing experience. ) Any journeyman plumbers used for this service must have a minimum of five (5) years commercial plumbing experience.

Contractor must meet all competence standards promulgated by authoritative bodies and regulatory agencies, including, but not limited to the Texas State Board of Plumbing Examiners, as applicable to the services provided herein.

## STANDARD REQUIREMENTS:

Cleaning and unblocking various sized drains under varying conditions during normal operating hours and after hours on an emergency call basis. Work may be in confined spaces with animals in close proximity. Some instances will include biohazard conditions and contractor will exercise all necessary safeguards to ensure safety of workers and animals. Contractor’s crews will work in both public and secured areas.

The services required by the Building and Equipment Services Department, of the successful contractor, is to maintain the Animal Care Services owned drains and keep them functioning at peak efficiency, extending the operational life of the systems

## GENERAL REQUIREMENTS:

Contractor is required to provide “priority” to all service requests. Response times (on site) for drain leaning work will be within the same day of receiving the call, except for calls for an “emergency” service, which are covered

below. Selected Respondents will be required to complete non-emergency work during normal work hours, unless prior written authorization has been obtained from the City Representative.

Contractor will be required to respond by phone within one (1) hour of receiving an emergency call and respond on site within two (2) hours. The City reserves the right to determine when a call is considered an "emergency".

Contractor shall supply all labor, materials/chemicals, seals, tools and equipment necessary for the proper execution and completion of preventive maintenance tasks; and shall perform all services, as stated in the Scope of Services or reasonably implied on and in accordance with contract documents. The Contractor must provide deodorization of trap while extracting material.

Contractor shall provide service personnel that have been trained in the preventive maintenance, upkeep and cleaning of drains. Unless specified to the contrary, all material used shall be new and of the best kind and grades specified and all workmanship shall be up to the best recognized standards known to the various trades.

Contractor shall provide all services necessary in workmanlike manner and in such a way as to not void warranties provided to the City.

Contractor shall maintain a written record that tracks each time a drain is inspected and cleaned. Inspection records should document the date of inspection, name of company, and the person performing the inspection, estimated volume of material pumped, disposal location, and manifest from the liquid waste hauler. This written record and manifest must be provided to Building and Equipment Services monthly for City's records.

#### **CONTRACTOR RESPONSIBILITIES:**

Contractor shall be responsible for the following requirements:

1. **MAINTENANCE and PERSONNEL:** Contractor shall perform all Basic Services as required by contract, warranty and/or by Best Practices on an as needed basis and perform repairs, if required, to all the Animal Care Services drainage system. Additionally, Contractor shall furnish all labor; provide vehicles, uniforms, maintenance supplies (such as lubricants, chemicals), tools and equipment as necessary for maintenance, safety equipment, office supplies and do all other things necessary, proper and/or incidental to such maintenance.
2. **TIME OF PERFORMANCE FOR BASIC SERVICES:** Cleaning and unblocking various sized drains under varying conditions during normal operating hours, 8:00 am - 5:00 p.m., Monday - Friday.
3. **OUT-OF-CYCLE SERVICES:** As needed and authorized by City, Contractor is subject to call-out any time and date with response time of not more than one (1) hour to perform out-of-cycle service (after hours, Saturdays, Sundays and Holidays on an emergency call basis).
4. **TRAINING:** Ensure that all Contractor personnel, to include any subcontractors, have obtained training to include best practices, safety and procedures of all the types of drains located at Animal Care Services.
5. **PREVENTIVE MAINTENANCE:** Perform routine checks of all drainage services in accordance with factory specifications and warranties.
6. **REGULATION COMPLIANCE:** Comply with all security regulations and requirements as may be promulgated by Animal Care Services and Building and Equipment Services. Also, Contractor must comply with all local, state and federal requirements for inspecting, cleaning and hauling of waste material.
7. **UNIFORM AND ID BADGES:** Contractor personnel are required to wear uniforms, safety vests and have provided by award contractor a company ID Badge which shall display the Company Name, Employee's Name and Picture.
8. **PARKING:** The City will not be responsible for vendor vehicles that are ticketed for parking violations received while performing the work described herein. Contractor shall be responsible for arranging for the legal parking of his service vehicles.

#### **SERVICE LEVEL TO BE PROVIDED BY THE CONTRACTOR:**

1. The items below are provided so that the contractor understands the minimum expected service levels to be provided to the City under the terms of this contract. Not all of the items listed will be applicable to all

service locations, but if any of the locations utilize any of the devices then this service is expected to be performed at the time increment indicated. Other maintenance previously identified in these specifications is also to be provided.

a. As Needed Services:

- i. Clean and unclog 2" - 4" floor drains in 4 buildings. Number of drains to be cleaned and unclogged will be determined by staff. These drains have a brass grate that will have to be removed to allow the running of a drain cleaning machine down the trap to unblock the clog. Some of the grate screws will have to be drilled out to remove, grate and a new screw installed. Once drain is cleared, contractor to clean cage floor with water and grate will be re-installed.
- ii. Hydro Jet 4" 'sewer trunk lines'
- iii. Drain cleaning is to be scheduled with staff and approval of time and date must be confirmed with Animal Care Services Management Staff.
- iv. Clean and remove debris from 2 lint traps at the Vet Clinic and the Car Wash on an as needed basis and on an emergency basis.
- v. Clean and remove debris from 1 lint trap at the Euthanasia Building on an as needed basis and on an emergency basis.
- vi. Lint trap covers are to be removed and all debris is to be removed and safely disposed of. Trap is to be cleaned and grate re-installed.
- vii. Clean and remove debris from 1 lint trap at the Euthanasia Building on an as needed basis and on an emergency basis. Hypodermic syringes may be found in this trap and extreme care in removal and disposal of any debris must be exercised. Lint trap cover is to be removed and all debris is to be removed. Trap is to be cleaned and grate re-installed.

**ESTIMATED QUANTITIES:** The quantities shown are estimates only and in no way binding upon the City of San Antonio. Estimated quantities are used for the purpose of evaluation.

**EMERGENCY SERVICE:**

Emergency service including overtime service shall be included under this contract. Service of this nature that may be required in order to keep the systems in proper operation will be provided with reasonable promptness. The contractor shall respond on site to a request for Emergency Service within two (2) hours after a call to the answering service is made by the City.

The contractor shall maintain the services of a professionally manned telephone answering system so that immediate and continuous contact on a 24-hour per day, seven-day per week, and 365-day per year basis can be made, at City request, with service personnel employed by the contractor.

Contractor to Provide Emergency Service Number Here: \_\_\_\_\_

**PRICE SCHEDULE**

**ITEM 1** Clean and unclog 2" – 4" floor drains in 4 buildings.

<u>Estimated Annual Use</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
250	Price to unclog each drain during normal business hours	\$ _____/Hr.	\$ _____
30	Price to unclog each drain after Hours on an emergency on call basis	\$ _____/Hr.	\$ _____

**ITEM 2** Hydro Jet 'sewer trunk lines

<u>Estimated Annual Use</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
10	Price to hydro jet sewer trunk line Each during normal business hours	\$ _____/Hr.	\$ _____
8	Price to hydro jet sewer trunk line Each after hours on an emergency on call basis	\$ _____/Hr.	\$ _____

**ITEM 3** Clean and remove debris from 2 lint traps (vet clinic & car wash) on an as needed basis and on an emergency on call basis.

<u>Estimated Annual Use</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
6	Price to clean lint traps each on an as needed basis	\$ _____/Hr.	\$ _____
4	Price to clean lint traps each on an Emergency on call basis	\$ _____/Hr.	\$ _____

**ITEM 4** Clean and remove debris from 1 lint traps at the euthanasia building on an as needed basis and on an emergency on call basis.

<u>Estimated Annual Use</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
6	Price to clean lint traps each on an as needed basis	\$ _____/Hr.	\$ _____
4	Price to clean lint traps each on an Emergency on call basis	\$ _____/Hr.	\$ _____

Payment Terms: Prompt Payment Discount: \_\_\_\_\_% \_\_\_\_\_ days.  
(If no discount is offered, Net 30 will apply.)