

# Niwot



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## SANITATION DISTRICT

2024 Sanitary Sewer Cleaning and CCTV Services  
Request for Proposal

Niwot Sanitation District  
7395 N. 95<sup>th</sup> Street  
Longmont, Colorado 80504

July 12, 2024

## Table of Contents

Invitation to Bid	3
Instructions to Bidders	4
Unit Price Bid Form	7
Maintenance Zone Map(s)	8

## Invitation to Bid

Niwot Sanitation District (the “District”) is soliciting bids from qualified contractors to provide sanitary sewer cleaning and CCTV inspections of approximately 74,783 linear feet of sanitary sewer collection system.

Electronic bids will be received by the District until **3:30pm MST, July 26, 2024** for the **Niwot Sanitation District RFP: 2024 Sanitary Sewer Cleaning and CCTV Services**.

Bid Submittals: **All bids must be submitted electronically via email to Dave Lewis at [dave@directdischarge.com](mailto:dave@directdischarge.com).**

The required bid documents must be received via email on or before the Bid due date and time. Hardcopy submittals will not be accepted. It is the Bidder’s sole responsibility to ensure all required Bid documents are submitted via email by the submission deadline.

Bids will be time-stamped upon receipt.

A brief summary of work for which the Bid is requested consists of:

**Performing cleaning by use of hydro-jetting and CCTV camera inspections of Zone 3 as outlined in the attached Maintenance Zones Map which consists of approximately 74,783 linear feet of 6 inch to 18 inch sanitary sewer collection system. The collection system is comprised of PVC, VCP, and CIP Lined VCP.**

**Cleaning and CCTV work to be conducted only in Zone 3 as shown on the Maintenance Zone maps. Contractor will collect and prepare reporting and deliver to the District as stated in the Scope of Services. Contractor to provide all traffic control related to this work.**

**Contractor must perform CCTV inspection using NASSCO-Certified PACP Software. Contractor must deliver images, videos and PACP Compliant database for all inspections.**

The District intends to issue to the successful Bidder an on-going maintenance Agreement for Services, with the option to extend the Agreement for up to three (3) additional one (1) year periods.

All questions related to this Bid should be submitted via email to Dave Lewis at [dave@directdischarge.com](mailto:dave@directdischarge.com) by 12:00pm MST, on July 23, 2024. All answers to questions received will be sent in a formal addendum (if needed), by July 24, 2024.

The District assumed no responsibility for payment of any expenses incurred by any respondent to this invitation to Bid.

## Instructions to Bidders

### 1. Contract Documents

- a. **General:** The following documents constitute the Contract Documents for this project. By submitting a Bid, the Bidder certifies and represents that the Bidder has been furnished with all the Contract Documents, is familiar with them, and intends to be bound by them.
  - i. Invitation to Bid
  - ii. Instructions to Bidders
  - iii. Unit Price Bid Form
  - iv. Maintenance Zone Map(s)
  - v. Sample Agreement for Services
  
- b. **Interpretations, Modifications and Addenda:** It is the Bidders responsibility to advise the District prior to the Bid deadline of conflicting requirements or missing information which requires clarification. The Bidder must inquire into any apparent inconsistencies, or any matter seeming to require explanation or interpretation, at least 72 hours (excluding weekends and holidays) prior to the Bid deadline. Any interpretation or modification will be made only by addendum emailed to each person receiving a set of such documents.

### 2. Bid

- a. **Preparation:** Each bidder must submit an original Bid on the form bound herewith. No other Bid form will be considered by the District. Entries on the Bid form must be legibly written. All prices must be stated in words and figures except where the forms provide for figures only. In case of a discrepancy between the unit price and the extended price, the unit price will prevail. A standard unit of measure must be used for the Bid. Bids may be based on a combination lump sum or unit price basis.
- b. **Bidder Qualifications:** No Bid shall be accepted from any person, firm, or corporation that is in arrears with the District. If requested, Bidders must submit satisfactory evidence that have the practical knowledge of the services and that they have the necessary financial resources to provide the proposed services.
- c. **Confidential Information:** Pursuant to the Colorado Open Records Act, CRS 24-72-200.1 (the "Act"), all information contained in a Bid is subject to public disclosure unless it meets one of the exceptions in the Act. To avoid disclosure of trade secrets, privileged information or confidential, commercial, financial, geological or geophysical data (collectively "Confidential Information"), the Bidder must clearly mark all Confidential Information as such and provide a written, detailed justification of the protected nature of the Confidential Information. This justification must address the protected nature of the Confidential Information. The justification must address, at minimum, the

specific competitive harm that may result from any disclosure, the intrinsic value of the Confidential Information to the Bidder, and any safeguards the Bidder uses to protect the Confidential Information from disclosure. By submitting the Bid, the Bidder agrees to hold the District harmless from any claim arising from the release of Confidential Information.

- d. **Deviations:** Any deviation from the Contract Documents must be noted in detail and submitted in writing on the Bid form. Complete specifications must be attached for any substitutions offered or when amplifications are desirable or necessary. The absence of the specification deviation statement on the Bid form and accompanying specifications will hold the Bidder strictly accountable to the Contract Documents as written.
- e. **Taxes:** The District is exempt from Federal, State, Local and County sales/excise taxes, and no Bid shall include taxes.
- f. **Submittal:** All Bids shall be submitted electronically via email to Dave Lewis at [dave@directdischarge.com](mailto:dave@directdischarge.com) and signed by the Bidder and must include the Bidders contact name, business name, address and telephone number.
- g. **Withdrawal/Amendments:** Bids may be withdrawn, altered and resubmitted at any time before the deadline time set for receiving the Bids. Bids may not be withdrawn, altered or resubmitted for a period of 30 days thereafter, and the Bid of the lowest and second lowest responsible Bidders may not be withdrawn for a period of 60 days thereafter, or until execution of the Agreement with the awarded Bidder, whichever occurs earliest.

### 3. **Bid Opening**

- a. **Receipt by the District:** Bids will be time-stamped upon receipt.
- b. **Bid Results:** Bid results will be reviewed July 26, 2024. Notification of successful bidder will be notified via email. Notification of all other bidders not awarded will be provided via email.

### 4. **Award**

- a. **Acceptance and Rejection of Bids:** The District reserves the right to accept any and all Bids or parts thereof; to reject any and all bids; and the waive any irregularities and informalities. The District is not bound to accept the lowest bid and will make the award determination based on the best interests of the District. Bids received after the Bid deadline will be rejected. The District reserves the right to inspect any Bidders facilities prior to award and to negotiate optional items with the successful bidder.
- b. **Agreement Award:** The District will notify the successful Bidder to start the award process.

### 5. **Work Details**

- a. **Project Manager:** The Project Manager is Dave Lewis, District Manager, Niwot Sanitation District.

- b. **Work Hours:** Contractor shall maintain hours of operation from 8:00am until 4:00PM, Monday through Friday. Should contractor desire to work on weekends, holidays or at night between the hours of 4:00pm and 8:00am, the contractor shall submit a written request to the Project Manager at least twenty-four hours in advance. All work related to this initial contract must be completed before December 30, 2024.
- c. **Lane Restrictions:** Contractor shall work with Boulder County if lane restrictions are required. Boulder County will provide information necessary to restrict lanes, including any permits, traffic control requirements and fee's. The contractor shall be responsible for all fee's associated with permits and traffic control.
- d. **Water Usage:** Contractor will be responsible for water consumption and will be required to use a hydrant meter, provided by Left Hand Water District. Any costs associated with hydrant meter rental shall be paid by the contractor as well as the costs for water consumption. Contractor is responsible for reporting usage to the Niwot Sanitation District on a weekly basis for water accounting purposes, and reporting to Left Hand Water District as requested by Left Hand Water District.
- e. **Report:** A report shall be provided at the end of each week period that summarizes the results of the jetting and camera inspection for the week. The report shall include at a minimum:
  - i. Dates and times jetting and CCTV work was conducted
  - ii. Overall area work conducted (Street names, cross streets, manhole numbers)
  - iii. Debris and suspected problem areas discovered
  - iv. Any other pertinent observations

A final report shall be delivered within two-weeks of completion of the project. The contractor shall use NASSCO-Certified PACP Software. Contractor must deliver images, videos and PACP Compliant database for all inspections.

In addition, the contractor shall provide description of the equipment and techniques used to complete the jetting and CCTV project; the specific location of all detected debris and problem areas and any other issues that the District should be aware of, if not provided within the database.

**6. Unit Price Bid Form**

Description	Unit	Quantity	Unit Price
6" to 18 " Jetting	LF	74,783	\$
6" to 18 " CCTV	LF	74,783	\$
<b>LUMP SUM COST:</b>			\$

Please note any exceptions you take to this bid.

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**Bidders Information:**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

The Bidder hereby acknowledges receipt of all addendum to these specifications.

Name and Title of Authorized Company Representative:

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Name (Please Print)

Title

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Signature

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.





