

You are invited to respond with your best bid for the provision of the **Water Leak Detection** service specified in the following pages.

Please respond, in a sealed envelope, by completing the following pages, no later than **10:00 am Friday June 22, 2012** to:

Purchasing Agent  
City of Waltham  
610 Main Street  
Waltham, ma 02452

**PART A - COMPREHENSIVE LISTENING SURVEY**

**A.1.0** The following general procedures shall be followed to complete the Comprehensive Listening Survey:

- a) Use sound intensifying equipment capable of detecting small amounts of leakage.
- b) Available points of direct contact to the water distribution system shall be sounded, including hydrants, accessible main valves and selected sidewalk service connections.
- c) Where pipeline runs under paved areas, a ground microphone shall be used to listen over the main at intervals of six (6) to ten (10) feet.
- d) In unpaved areas, a pattern of listening points shall be established to ensure complete coverage, but the listening points should not be more than 1,000 feet apart. Those areas where this requirement cannot be met shall be identified in the Leak Detection Report.
- e) All indications of leakage shall be investigated and pinpointed to the most probable point of leakage
- f) The suspected leaks shall be classified as to estimated water loss and severity. A leakage site report shall be prepared for each suspected point of leakage.
- g) Prepare weekly reports on survey progress and leakage findings. **Identify on two copies of City of Waltham water system map the area surveyed during each week.**

**A. 2.0** The contractor shall provide one leak detection technician (or more than one at the discretion of the Contractor), all required leak detection equipment and an appropriate vehicle to carry out the leak detection survey. The City of Waltham will provide a representative to assist the Contractor and two copies of the water system map.

**A. 3.0** At the completion of the survey, a Leak Detection Report shall be prepared. The report will include: a copy of the individual leak reports; a total estimated water loss; the start date and completion date of the leak detection survey; the number of leaks by classification; list of leakage sources (mains, services, valves, hydrants) by number and estimated flow amount; and a summary of overall project. **If blow-off valves are found to be active, a list of those valves with their location and estimated flow rate shall be included in the leak detection report.** The Leak Detection Report shall also contain detailed diagrams for each identified leak which indicate the date of the survey, specific location of the leak, estimated leakage amount and suspected type of leak. **One copy of the field mark-up City of Waltham water system map shall be submitted to the City of Waltham.**

**A. 4.0** The costs of all aspects of the leak detection survey, including, but not limited to, project administration, project management, performance of the entire Comprehensive Listening Survey, report preparation, and all related expenses shall be included in the comprehensive per mile rate for leak detection of water main (cost proposal) for the Comprehensive Listening Survey. There will be no separate reimbursement for any additional project costs.

**A. 5.0** The City of Waltham will be responsible for the locating and/or excavating access points to the City of Waltham water system that are deemed necessary. The City of Waltham will also be responsible for arrangement and payment of any police details which are deemed necessary.

**Price offered for this service: \$** \_\_\_\_\_

**Name of the Company:** \_\_\_\_\_

**Authorized Co. Representative (print)** \_\_\_\_\_

**Authorized Co. Representative (signature)** \_\_\_\_\_, **Date:** \_\_\_\_\_

**NON-COLLUSION FORM AND TAX COMPLIANCE FORM**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Waltham was relied upon in the making of this bid

\_\_\_\_\_, \_\_\_\_\_  
(Signature of person signing bid or proposal)      Date

\_\_\_\_\_  
(Name of business)

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**TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, & 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_, \_\_\_\_\_  
Signature of person submitting bid or proposal      Date

\_\_\_\_\_  
Name of business

**NOTE**

**Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.**

**CERTIFICATE OF VOTE OF AUTHORIZATION**

Date:

I \_\_\_\_\_, Clerk of \_\_\_\_\_ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the \_\_\_\_\_ day of \_\_\_\_\_ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That \_\_\_\_\_ (*name*) is hereby authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seat, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract to be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that \_\_\_\_\_ is duly elected/appointed \_\_\_\_\_ of said corporation

SIGNED:

(Corporate Seal)

\_\_\_\_\_  
Clerk of the Corporation:

Print Name: \_\_\_\_\_

**COMMONWEALTH OF MASSACHUSETTS**

County of \_\_\_\_\_

Date:

Then personally appeared the above named and acknowledged the foregoing instrument to be their free act and deed before me, \_\_\_\_\_

Notary Public;

My Commission expires: \_\_\_\_\_

## CORPORATION IDENTIFICATION

The bidder for the information of the Awarding Authority furnishes the following information.

**If a Corporation:**

Incorporated in what state \_\_\_\_\_

President \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Federal ID Number \_\_\_\_\_

**If a foreign (out of State) Corporation** – Are you registered to do business in Massachusetts?

Yes \_\_\_\_\_, No \_\_\_\_\_

If you are selected for this work you are required under M.G.L.ch. 30S, 39L to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate stating that you Corporation is registered, and furnish said certificate to the Awarding Authority prior to the award.

**If a Partnership:** (Name all partners)

Name of partner \_\_\_\_\_

Residence \_\_\_\_\_

Name of partner \_\_\_\_\_

Residence \_\_\_\_\_

**If an Individual:**

Name \_\_\_\_\_

Residence \_\_\_\_\_

**If an Individual** doing business under a firm's name:

Name of Firm \_\_\_\_\_

Name of Individual \_\_\_\_\_

Business Address \_\_\_\_\_

Residence \_\_\_\_\_

Date \_\_\_\_\_

Name of Bidder \_\_\_\_\_

By \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Business Address \_\_\_\_\_ (POST OFFICE BOX NUMBER NOT ACCEPTABLE)

City \_\_\_\_\_

State \_\_\_\_\_

Telephone Number \_\_\_\_\_

Today's Date \_\_\_\_\_

**RIGHT TO KNOW LAW**

Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L. c. 111F, §§8,9 and 10 and the regulations contained in 441 CMR 21.06 when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to M.G.L. c. 111F §7 and regulations contained in 441 CMR 21.05. Failure to furnish MSDS and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances, or mixtures containing said substances within the Commonwealth. All vendors furnishing substances or mixtures subject to Chapter 111F or M.G.L. are cautioned to obtain and read the laws, rules and regulations referenced above. Copies may be obtained from the State House Bookstore, Secretary of State, State House, Room 117, Boston, MA (617) 727-2834.

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Authorized Signature Indicating Compliance with the Right-to-know laws:

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Signature

Date

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Print Name

**NOTE**

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

## DEBARMENT CERTIFICATION

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the City of Waltham, the contract will be cancelled and the award revoked.

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

Address \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Signed by Authorized Company Representative:

\_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_