



PO Box 250 Hayden, IN 47245

812-592-7722

REQUEST FOR PROPOSAL

COLLECTION SYSTEM MAINTENANCE SERVICES

The Hayden Regional Sewer District (HRSD) of Jennings County is seeking proposals from properly qualified firms and individuals for the maintenance of the HRSD sewer collection system.

About the Collection System

The collection system consists of over 25,000 linear feet of HDPE Sanitary force mains ranging from 1.25” to 4” in diameter. The system includes 130 STEP Systems (Septic Tank Effluent Pump) with 160 Connections, one Grinder Station (School) with service lateral connections to the force main, as well as 25 structures (flushing, hybrid and Air Release Stations), curb stops and boxes and electrical connection to the power grid. The qualified Maintenance Person will monitor and maintain this part of the system.

The sewer laterals are owned by HRSD from the cleanout to the septic tank, and it is reasonable to expect that the System Maintenance Person will occasionally be expected to consult in some way, with either HRSD officials or residents, regarding this part of the system.

Construction Record Drawings:

The Collection System Maintenance Person will be provided with both electronic and/or hard copies of record drawings, or “as-builts”, of the system.

The Maintenance Person must be knowledgeable on the location and operation of all flushing stations, air release valves and hybrid stations within the system.

Qualifications Requirement:

The selected Collection System Maintenance Person must sufficiently demonstrate, with documentation or references, that they are properly qualified. Such demonstration should include resumes, copies of certifications, etc. in order to meet this requirement. Direct experience in performing a similar function or municipal public works sewer experience is highly desirable.

Any respondent assigned to this work, shall have and maintain the following credentials, at a minimum:

1. A high school diploma, GED, or other high school equivalency certificate.
2. Demonstrate proficiency working with sewer collection systems of a similar nature; must be familiar with the operation of a pressure sewer system, grinder pumps, STEP systems, controls and diagnostic options.

Any proposal submitted as a response to this RFP shall include the following information:

1. Full legal name of entity submitting proposal
2. Name and contact information for owners and/or officers of the same
3. Full legal name of any sub-contracting entity
4. Name and contact information for owners and/or officers of the same
5. Resumes for staff for any entity proposing on this work, including certifications held if any, work history, and other qualifying information that may assist in the decision-making process
6. Statement regarding capacity to perform work

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7. Statement regarding proximity to Hayden, Indiana

General Responsibilities:

The Collection System Maintenance Person will be required to monitor operating conditions of the collection system and operations making adjustments or performing repairs to enable optimal performance of the system. The Maintenance Person will perform routine maintenance functions and keep appropriate maintenance records.

The Maintenance Person will be responsible for any damage to personal property or HRSD property while performing the duties of the job.

The selected Maintenance Person must be available by mobile phone at all times. The Collection System Maintenance Person will be the primary contact for all collection system problems and will be on-call 24/7. The cost of any such phone shall be incidental to the contract and will not be paid for by the HRSD as a reimbursable.

The Maintenance Person must be able to respond to equipment emergencies and be available on-call at all times. The Maintenance Person must be able to lift or move 50 pounds in order to perform various duties.

The Maintenance Person may be requested to attend an occasional District Board meeting but will not be required to attend every meeting. Regular Board meetings are held the 3rd Tuesday of each month at 6:00pm at the Church. The Maintenance Person will be required to submit written, monthly reports to the HRSD and communicate any problems or unusual situation in a timely manner.

The Maintenance Person shall have working knowledge of the Microsoft Office suite of software (Word, Excel, etc.) for recordkeeping, reporting and written communications.

Job Duties

The Collection System Maintenance Person will:

- Perform regular maintenance as required to keep grinder pumps And STEP systems in proper working order.
- Be on call and willing to receive automatic phone call 24 hours a day in case of an emergencies; and
- Be available to perform required service or repairs as directed by the Wastewater Operator on the following:
 - Collection Laterals
 - STEP Tanks
 - Force Mains
 - Grinder Station
 - Air Release Valves
 - Isolation Valves
 - Treatment Site Pumps
 - Treatment Site Supply and Return Lines

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- Perform Bi-annual STEP Tank and Control Panel Service
 - Clean STEP Filters
 - Clean and test STEP Pumps (prime pump before reconnecting)
 - Test Control Panel Function
 - Test Alarm Function
 - Check Risers and Lids for Damage
 - Repair or replace Components as Necessary
- Perform regular maintenance on Grinder Pump Station (School)
 - Check Grinder station for Damage
 - Test Control Function
 - Test Alarm Function
 - Clean Tank as Necessary
 - Repair or Replace Components as Necessary
- Deliver to the board of the HRSD once per month a written detailed written report of the prior month's activities including any complaints or equipment malfunctions, including description and estimated cost.
- Prepare and have on hand a Standard Operating Procedure for the operation of said system to include proper start-up and shutdown of the part of the system that needs to be repaired.
- Maintain a list of emergency contacts with phone numbers that are capable and insured to perform work outside the scope of duties of the Maintenance Person, such as excavation of piping in the collection system.
- Keep an inventory of parts that are necessary to keep the system running.
- Present to the Board a list of items required, along with projected costs, of items the system needs to continue to function.
- Advise the inspector and contractor of any new connection to the system the proper procedure for connecting into the system.
- Provide requested documents and be available for any inspection required from I.D.E.M.
- The above duties are to be considered a minimum and may need to be changed from time to time as the situation dictates.

Other Requirements:

The person or entity servicing this contract shall:

- 1 Provide liability insurance of \$1,000,000.
2. Have and maintain a valid driver's license.
3. Perform all duties using an identified vehicle with proper safety equipment. (Some work will need to be performed within roadways, so safety vests, traffic cones, road work signs, etc, will be required)
4. Wear appropriate clothing or uniform and carry a picture ID on their person.
5. Carry business cards or any other documentation that may be necessary to properly identify them at all times while on the job.

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6. Conduct themselves in a professional manner at all times. Patience, courtesy and tact will be expected in all dealings with customers and contractors. Proper personal hygiene and appearance considered typical of an individual serving the public will also be required.
7. Be able to lift or move 50 pounds in order to perform various duties.
8. Demonstrate effective written and verbal communication skills
9. Repair any damage to personal property made while performing their work functions promptly and to the satisfaction of the land owner.

Subcontractors:

It will be at the Maintenance Person's discretion whether to subcontract with a local person to assist with the duties of the job. Any work to be done outside of normal job duties shall be brought before the Board for approval prior to subcontract.

The HRSD will pay for:

Normal replacement parts, maintenance supplies and consumables for the shop.
Normal office supplies needed for recordkeeping and reporting.
Training that might be required by the pump or system manufacturer from time to time.
Any other items beyond these will be at the expense of the Maintenance Person.

Contract Award:

The respondent's proposal is deemed an offer to contract with HRSD based on the terms, conditions, scope of work and specifications in this RFP.

As Built:

As Built are available for view by contacting the HRSD Board representative listed below.

RFP Timeline:

Issue RFP	June 15, 2021
Deadline for receipt of proposal	July 19, 2021
Contractor selection	July 20, 2021

Response to RFP:

Respondent may submit electronically to HaydenWasteWaterClerk@gmail.com. Please copy vperry@incap.org. Please scan and attach supporting documentation.

Questions can be addressed to Jonathan Stoner, Hayden RSD Clerk, at HaydenWasteWaterClerk@gmail.com.