



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Winner 2000-2009 Achievement of Excellence in Procurement Award

National Purchasing Institute



Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M. A.P.P. Director

REQUEST FOR QUOTE NUMBER:		09CT71074A	
WILL BE RECEIVED UNTIL		11/12/2009 @ 2:00pm EST	
DESCRIPTION:			
<u>TO PROVIDE GEORGIA CERTIFIED WASTEWATER OPERATORS TO OPERATE JOHNS CREEK ENVIRONMENTAL CAMPUS (JCEC)</u>			
Effective September 1, 2008, the Department of Purchasing & Contract Compliance will only accept responses to quotes electronically using our on-line Vendor Self Service system at www.fultonvendorelfservice.co.ga.us . You must be a registered vendor in order to respond to quotes.			
ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED <u>ONLY</u> TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.			
CONTACT NAME:	E-Mail Address :	Telephone Number:	
Carolyn Towns	carolyn.towns@fultoncountyga.gov	(404) 612 4208	
All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.			
Company Name:			
Company Address:			
City	State	Zip Code	
Telephone Number:	Fax Number:	E-Mail Address:	
RESPONSES MUST BE SUBMITTED ON-LINE AT www.fultonvendorelfservice.co.ga.us BY THE TIME AND DATE INDICATED.			
Person submitting QUOTE: (Please Print)		Date	
Title			
*Signature of the person submitting QUOTE:			
*Person submitting this e-quote has binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.			

REQUEST FOR QUOTE SPECIFICATIONS

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REQUEST FOR QUOTE GENERAL TERMS AND CONDITIONS

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses must be submitted for quotes on-line via the Vendor Self Service system at www.fultonvendorselfservice.co.fulton.ga.us. Response to quotes must be received no later than 2:00 p.m. on the date indicated.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
5. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
6. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
7. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
8. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole

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judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.
11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the

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County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.

- 19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.

- 20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing & Contract Compliance, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

SIGNATURE BELOW IS THAT OF A PERSON AUTHORIZED TO SIGN CONTRACTS FOR THE QUOTING COMPANY WHO HAS READ, UNDERSTANDS, AND AGREES TO COMPLY WITH THE ABOVE GENERAL TERMS AND CONDITIONS.

COMPANY: _____ **SIGNATURE:** _____

NAME: _____ **TITLE:** _____ **DATE:** _____

THIS SIGNED FORM MUST BE SUBMITTED WITH YOUR BID. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

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**OPERATORS CERTIFIED (Plant Operators)
PUBLIC WORKS DEPARTMENT**

1. DESCRIPTION

Fulton County Department of Purchasing and Contract Compliance are soliciting quotes from qualified vendors to provide eight (8) Class III Georgia Certified Wastewater treatment plant operators (WWTP), one (1) Instrument Technician, one (1) Electrician (on-call) and one (1) Wastewater Mechanic to operate the Johns Creek Environmental Campus (JCEC).

2. CONTACT PERSON

Please contact Carolyn Towns or by e-mail carolyn.towns@fultoncountyga.gov, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County's Vendor Registration website (www.fultonvendorselfservice.co.fulton.ga.us). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes online and in real time on this website.

3. PRODUCT/SERVICE SPECIFICATIONS

Scope of Work:

To provide eight (8) minimum Class III Georgia Certified Wastewater treatment plant operators (WWTP), one (1) Instrument Technician, one (1) Electrician (On-call) and one (1) Maintenance Mechanic to operate the Johns Creek Environmental Campus (JCEC). Certified Wastewater Operators will operate in all shifts for the standard 40 hour work week to include weekends and holidays. Operator duties will generally include the operations and maintenance of the 15 MGD Membrane BioReactor (MBR) Wastewater Treatment Facility (JCEC). Operators should have at least 2 years experience in the operations and maintenance of a similar MBR facility.

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Location:

Johns Creek Environmental Campus
8100 Holcomb Bridge Road
Alpharetta, GA 30022

WASTEWATER LEAD OPERATORS (2)

JOB SUMMARY: Incumbents in this class performs process duties related to assisting the Wastewater Plant Manager with overseeing administrative plant functions and ensuring regulatory compliance. Responsibilities include managing assigned staff and coordinating plant and pump stations operations & maintenance to ensure compliance with Federal, state, and local regulations.

DISTINGUISHING CHARACTERISTICS: Wastewater Lead Operator supervises the entire plant operation, and assumes responsibility for maintaining operational compliance within established regulations

ESSENTIAL DUTIES: (This list is a representative sample: position assignments may vary.)

- Oversees plant and pump stations operations and maintenance functions.
- Manages assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff conflicts, and administering disciplinary action as required.
- Supervises the operation of centrifuges
- Performs chemical analysis on wastewater samples to ensure levels comply with Federal, state, and local regulations.
- Oversees the maintenance of electrical and mechanical equipment and determines effective solutions for the repair or replacement of problem equipment.
- Coordinates staff schedules to ensure adequate shift coverage.
- Prepares statistical reports
- Coordinates plant operations with other support agencies to ensure permit compliance with Federal, state, and local regulations.

KNOWLEDGE: (position requirements at entry):

- Federal, state, and local laws, rules, and regulations governing wastewater treatment plant operations;
- Pumps and control procedures related to area of assignment;
- Methods and techniques used to conduct Waste water sampling and analysis;
- Centrifuge operations;
- Occupational hazards and safety precautions related to area of assignment;
- Mechanical, electrical, and hydraulic equipment related to area of assignment;
- Methods and techniques used in testing wastewater and implementing odor controls;
- Principles and practices of basic engineering, biology, and chemistry;
- Personal computers and related software.

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- CMMS DataStream and Operations OPSWin software.

SKILLS: (position requirements at entry):

- Supervising assigned staff;
- Organizing and prioritizing work;
- Analyzing and resolving mechanical or operational facility problems;
- Conducting Waste water sampling and analysis;
- Preparing and producing technical and statistical reports;
- Operating personal computers, including spreadsheet, database, word processing, CMMS DataStream & Operations OPSWin software;
- Establishing and maintaining effective working relationships with other personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the public, etc., sufficient to exchange or convey information and to receive work direction.

EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; and two (2) years experience as a Wastewater Operator Senior and four (4) years experience in wastewater plant operations, including two (2) years lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience in membrane system is preferred

LICENSING REQUIREMENTS: (position requirements at entry):

Valid State of Georgia Driver's License;

State of Georgia Certification Class III Wastewater Treatment Plant Operator

PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, walking, grasping, fingering, lifting, carrying, bending, crouching, kneeling, reaching, twisting, pushing, pulling, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside; exposure to adverse weather conditions, odors, moving mechanical parts, chemicals, and diseases; and safety and security risks.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WASTEWATER OPERATORS (6)

JOB SUMMARY: Performs a variety of tasks in the operation and maintenance of a wastewater treatment plant including maintenance of equipment, quality control / testing and day-to-day activities on an assigned shift.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates treatment facilities to control flow and processing of wastewater, sludge, and effluent
- Monitors gauges, meters, and control panels

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- Observes variations in operating conditions and interprets meter and gauge readings
- Operates valves and gates either manually or by remote control
- Starts and stops pump, engines, and generators to control and adjust flow and treatment processes
- Maintains shift log and records meter and gauge readings
- Collects samples and performs routine laboratory tests and analyses
- Performs routine maintenance functions and custodial duties
- Makes operating decisions in absence of supervisory personnel
- Understands and carries out oral and written directions
- Establishes and maintains cooperative relationships with those contacted during the course of work
- Performs other duties as required

BASIC QUALIFICATIONS:

- High school diploma or GED
- Waste Water class III license
- Four year of experience in operating water/wastewater treatment plants
- Possess a valid driver's license

PREFERRED QUALIFICATIONS

Basic familiarity of the principles and practices of wastewater treatment plant operations; operating principles of valves, pumps, and motors; principles and methods of bacteriological and chemical sewage analyses; effects and problems of waste in wastewater treatment processes; safe work practices. Experience in membrane system is preferred.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

The work area can involve a working environment indoors as well as outdoors, which could cause exposure to outdoor elements; proper environmental attire will be required. Some areas can have loud noise, active machinery, high pressure fluid systems, electrical equipment, confined spaces, heights and depths, fumes, air borne particles, noxious gases, pathogens and various chemicals. The use of appropriate safety equipment will be mandatory in these areas to prevent hazardous contact.

Must be able to sit, stand, stoop, twist and bend at the waist, turn, kneel, squat, raise arms above shoulder height, grasp, reach, perform repetitive hand movements and fine coordination to work on equipment, have vision sufficient to service equipment, and have hearing in the normal range with or without correction. In an 8-hour shift must be able to transport self across the facility, ascend and descend stair steps, lift objects up to 50 pounds from floor level to waist height, push a push-type mower; wear and use appropriate safety equipment.

ELECTRICIAN (ON-CALL) (1)

JOB SUMMARY:

Responsible for electrical maintenance and emergency repairs of electrical equipment at the facilities; proposes, prepares, makes modifications, and executes the preventive maintenance program designed for the facilities.

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews or prepares proposed plans and specification for new or replacement equipment
- Makes recommendations for improvements to existing equipment and facilities
- Works with management to keep all equipment and buildings in compliance with electrical codes
- Provides training and supervision to others in the replacement or installation of existing or new equipment
- Repairs and maintains all facility electrical wiring and fixtures in accordance with blueprints, manuals, and building codes using appropriate hand and electrician's tools
- Installs and repairs electrical fixtures, apparatus, and control equipment
- Repairs and maintains major equipment such as motors, generators, and electrical control systems
- Tests defective equipment to determine the cause of malfunction or failure using standard electrical test equipment
- Observes functioning of installed facility equipment to detect hazards and need for adjustment, relocation, or replacement
- Inspects circuits and wiring for specified shielding and grounding and repairs or rewires plant equipment systems according to state building codes and safety regulations
- Plans layout of new wiring installations
- Inspects all equipment on a regularly scheduled basis; meets all requirements of the established preventive maintenance program; inspects, maintains, and repairs solid state boiler control systems and electrical switch gear and electric motors
- Adjust, calibrates, and repairs electrical-pneumatic control systems; inspects electrical-pneumatic systems for emergency repairs; reports and logs all findings
- Maintains the files necessary to support all maintenance activities
- Performs other duties as required

BASIC QUALIFICATIONS

- High school diploma or GED
- Possess certification as a licensed electrician with at least 3 years of experience as a commercial and/or industrial journeyman electrician
- Possess a valid Driver's License

PREFERRED QUALIFICATIONS

- Knowledge of the methods, materials, equipment and tools used in the maintenance and repair of advanced mechanical and/or electrical systems
- Ability to use computers and computer software including, but not limited to Microsoft Word, Excel, and Outlook and to enter data into computerized management systems to compose and complete computer reports.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

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The work area can involve a working environment indoors as well as outdoors, which could cause exposure to outdoor elements; proper environmental attire will be required. Some areas can have loud noise, active machinery, high pressure fluid systems, electrical equipment, confined spaces, heights and depths, fumes, air borne particles, noxious gases, pathogens and various chemicals. The use of appropriate safety equipment will be mandatory in these areas to prevent hazardous contact.

Must be able to sit, stand, stoop, twist and bend at the waist, turn, kneel, squat, raise arms above shoulder height, grasp, reach, performs repetitive hand movements and fine coordination to work on electrical equipment; have vision sufficient to perform electrical maintenance; have hearing in the normal range with or without correction. In an 8-hour shift must be able to transport self across the facility, ascend and descend stair steps, lift objects up to 50 pounds from floor level to waist height, climb and work off of a ladder or scaffold and climb into and out of vehicles having high ground clearance; use arms and back to tighten and loosen nuts and bolts; carry a 50 pound tool box up a flight of stairs; work in confined spaces and wear and use appropriate safety equipment. Night and weekend callbacks may be required.

WASTEWATER MECHANIC (1)

JOB SUMMARY

Incumbent in this class performs operational duties related to repairing wastewater mechanical equipment. Responsibilities include troubleshooting wastewater equipment; determining schedules and equipment repair requirements; performing preventative maintenance; and installing new and rebuilt pumps, motors, augers, gear drives rollers, controllers, blowers, and heat-exchangers etc.

DISTINGUISHING CHARACTERISTICS:

Wastewater Mechanic repairs wastewater equipment, inventories materials and provides lead direction to assigned staff in addition to repairing wastewater equipment.

Incumbent in this class performs shift work as required.

ESSENTIAL DUTIES: (This list is a representative sample: position assignments may vary.)

- Performs preparatory work, including ensuring all required materials and equipment are available.
- Performs mechanical duties, including troubleshooting wastewater equipment problems; performing preventative maintenance; inspecting work sites for potential problems; determining scheduling and equipment repair requirements; and installing new and rebuilt pumps, motors, augers, gear drives, rollers, controllers, blowers, and heat-exchangers.
- Inventories materials and equipment to ensure adequate supply levels.
- Performs cleanup duties, including cleaning up spills and debris, picking up tools, cleaning work area, and performing touchup work as needed.

KNOWLEDGE: (position requirements at entry):

- Various types of wastewater mechanical equipment;
- Methods and techniques used in repairing wastewater mechanical equipment;

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- Tools and equipment used in maintaining/repairing wastewater mechanical equipment;
- Theories and principles of basic mathematics;
- Occupational hazards and safety regulations governing wastewater mechanical equipment maintenance/repair activities.

SKILLS: (position requirements at entry):

- Maintaining and repairing wastewater mechanical equipment;
- Applying proper lifting techniques;
- Performing basic mathematical computations;
- Using tools and equipment related to wastewater mechanical equipment repair/maintenance;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; and two (2) years experience operating and repairing wastewater equipment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS:

Valid State of Georgia Driver's License

PHYSICAL REQUIREMENTS:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, mobility, pushing, pulling, lifting, fingering, grasping, feeling, driving, talking, hearing, seeing, and repetitive physical motions. Work in this class also involves exposure to moving mechanical parts.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

FIELD INSTRUMENT TECHNICIAN (1)

MINIMUM QUALIFICATIONS:

ISA Certified Control Systems Technician (CCST) registration or completion of the relevant core courses in the ISA technical skills program.

Minimum 5 years experience installing, starting up, calibrating, and troubleshooting instruments commonly used in wastewater treatment facilities, including but not limited to pressure transmitters, flow switches, dissolved oxygen analyzers, pH analyzers, nutrient analyzers, thermal flow meters, pressure transmitters, magnetic flow

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transmitters, and combustible gas sensors. Skills shall include troubleshooting electrical control and signal circuits.

4. PRICING SHEETS

	Labor Rate per Hr Cost per hr	Overtime
Operators:		
1. Wastewater Operators (Lead)	\$ _____	\$ _____
2. Wastewater Operators	\$ _____	\$ _____
3. Electrician (on-call)	\$ _____	\$ _____
4. Wastewater Mechanic	\$ _____	\$ _____
5. Instrument Technician	\$ _____	\$ _____

Labor Rate per Hour and Overtime Cost per hour should include salary, benefits and all other associated costs.

Overtime - The County may requests overtime at its sole discretion.

5. SPECIAL CONDITIONS/INSTRUCTIONS

None

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6. INSURANCE & RISK MANAGEMENT PROVISIONS

**Insurance and Risk Management Provisions
General (NOC)**

It is Fulton County Government’s practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Name and Description must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER’S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer’s Liability Insurance	BY ACCIDENT - EACH ACCIDENT
\$1,000,000.	
Employer’s Liability Insurance	BY DISEASE - POLICY LIMIT
\$1,000,000.	
(Aggregate)	BY DISEASE - EACH EMPLOYEE
\$1,000,000.	

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2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability Each Occurrence -
\$1,000,000
(Other than Products/Completed Operations)General Aggregate -
\$2,000,000

To include Designated Per Project/Location Endorsement #CG2503/CG2504

Products\Completed Operation Aggregate Limit -
\$1,000,000
Personal and Advertising Injury Limits -
\$1,000,000
Fire Damage Limits -
\$100,000

3. BUSINESS AUTOMOBILE LIABILITY INSURANCE

Combined Single Limits Each Occurrence -
\$1,000,000
(Including operation of non-owned, owned, and hired automobiles)

4. UMBRELLA LIABILITY

(In excess of Auto, GL and Employers Liability) Each Occurrence -
\$2,000,000

5. FIDELITY BOND and CRIME

(Employee Dishonesty - Theft) Each Occurrence -
\$100,000

Above to include 3rd Party Coverage

Certificates of Insurance

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions. The General Liability Additional Insured language should apply to on-going and completed-operations, using ISO form CG 2010 (11/85 version) or equivalent.

The Contractor agrees to name the Owner and all other parties required of the Contractor/Vendor shall be included as insureds on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Subcontractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insureds.

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Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates should be sent to Fulton County Government and must identify the "Certificate Holder" as follows:

Fulton County Government – Department of Purchasing & Contract
Compliance
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

USE OF PREMISES

Contractor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials.

PROTECTION OF PROPERTY

Contractor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the

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public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor/Vendor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor/Vendor's obligation to protect, defend, indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Contractor/Vendor further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

If the bid/quotation involves construction services Contractor/Vendor will be responsible fully for any and all damage to the work during the course of construction, until the point of Final acceptance by Fulton County.

FULTON COUNTY ACKNOWLEDGES THAT ALL PROVISIONS OF THIS INDEMNITY AGREEMENT MAY NOT BE APPLICABLE TO THE CONTRACTOR/VENDOR'S BUSINESS. TO THE EXTENT THAT CONTRACTOR/VENDOR MAY DEMONSTRATE SUCH NONAPPLICABILITY, FULTON COUNTY MAY NEGOTIATE AMENDMENTS TO THIS AGREEMENT AS THE CIRCUMSTANCES DICTATE.

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE

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CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN
CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: _____ SIGNATURE: _____

NAME: _____ TITLE: _____ DATE: _____
