



**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New  OTR  Sole Source  Bid Waiver  Emergency Previous Contract/Project No.  
 Contract EPP6969-4/10-4

Re-Bid  Other LIVING WAGE APPLIES:  YES x NO

Requisition No./Project No.: RQPM1200028 TERM OF CONTRACT 2 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: WELL DRILLING SERVICES (MONITORING WELLS)

**Description:** The scope of services for this solicitation is to establish a contract that pre-qualifies vendors to participate in future RFQs for well drilling services including but not limited to the refurbishment of wells, development of wells, and well abandonment services of depths less than 300 feet. These drilling services can provide for the development of temporary and/or permanent monitoring wells. The scope also contemplates other ancillary services such as exploratory borings and rock sample collection services including the collection of cuttings, core boring, and split spooning.

**Issuing Department:** Procurement Management **Contact Person:** Susan H. Pascul **Phone:** (305) 375-2037

**Estimate Cost:** \$1,000,000.00

<b>Funding Source:</b>	GENERAL	FEDERAL	OTHER
	\$40,000.00 (PR)	None	\$900,000 Proprietary (WASD)
			\$30,000 Proprietary (PERA)
			\$30,000 Internal Services Funds (ISD-GS09)

**ANALYSIS**

**Commodity Codes:** 962-96

Contract/Project History of previous purchases three (3) years

Contract No. EPP6969-4/10-4: Current Term of this : 2/1/10-3/31/12 (24 Months): \$ 1,953,000  
 Previous Term of the Contract: 2/1/09-1/31/10: \$500,000

Check here  if this is a new contract/purchase with no previous history.

	<u>EXISTING</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
<b>Contractor:</b>	Multiple	Multiple	Multiple
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	\$	\$	\$

Comments:

Continued on another page (s):  YES  NO

**RECOMMENDATIONS**

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>				

**Basis of recommendation:**

Signed: \_\_\_\_\_ Date sent to DBD: \_\_\_\_\_

\_\_\_\_\_ Date returned to DPM: \_\_\_\_\_

**SBD REVIEW DRAFT****PURPOSE: TO PRE-QUALIFY VENDORS**

The purpose of this solicitation is to establish a contract that pre-qualifies vendors to participate in future Requests for Quotations (RFQ) for well drilling services including the refurbishment and development of wells, well abandonment tasks, and other related services of depths less than 300 feet. These monitoring wells are used for testing saltwater intrusion; assuring that the groundwater is not polluted or contaminated; that water obtained from such wells is suitable for the purpose for which it used and will not jeopardize the health, safety or welfare of the County's residents; and, to provide a mechanism to abate and close abandoned wells.

**2.2 CONTRACT MEASURES**

Pending

**2.3 PRE-QUOTATION CONFERENCE**

Pre-quotations conference may apply if so defined in the RFQ.

**2.4 TERM OF CONTRACT: Two (2) Years**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Department of Procurement Management, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the two (2) year period.

**2.5 OPTION TO RENEW**

Intentionally Omitted

**2.6 METHOD OF AWARD PRE-QUALIFICATION OF BIDDERS**

2.6.1 Award of this contract will be made to all responsive, responsible Bidders who meet the minimum qualifications set forth throughout this Bid Solicitation. Bidders wishing to participate shall submit all of the specified information, documents, and attachments listed below with their bid submittal form as proof of compliance with the requirements of this Bid Solicitation. However, the County may, at its sole discretion and in its best interest, allow Bidders to complete, supplement, or supply the required documents.

2.6.2 The minimum qualifications are as follows:

2.6.2.1 Bidders shall be regularly engaged in the goods and services being offered under this Bid Solicitation. Bidders shall provide a list of no less than five (5) projects representing their firm's experience performing well drilling services in Florida. The list shall include the project name and number; name and address of the owner or owners of each well; the location, primary use, and approximate depth and diameter of each well that the Bidder has constructed, repaired, or abandoned; the approximate date the work was completed; the

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amount of the contract as awarded and whether there were any ensuing change orders.

2.6.2.2 Bidders shall provide the name of the Geologist, licensed to practice in the State of Florida, who will be required to affix their seal onto their interpretations of lithologic, lithostratigraphic, or paleontologic descriptions and any plans prepared when requested by the County during the term of the contract. A copy of the license shall be included in the Bidder's submittal.

2.6.2.3 The Bidder(s) is required to identify any and all subcontractors that may be used to perform work under this contract (including that of the geologist), their capabilities and experience, and the portion of the work to be done by the subcontractor.

2.6.2.4 Required Bidder's Certification: In accordance with Florida Statutes Section 373.323 entitled "Licensure of water well contractors; application, qualifications, and examinations; equipment identification", all Bidders must hold a current and valid water well contractors' license at time of bid and throughout the duration of the ensuing contract for the scope of services contemplated in this Bid Solicitation. A copy of the license shall be included in the Bidder's submittal.

2.6.3 It shall be the sole prerogative of the County as to the number of vendors who will be included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. Any vendor being added to this pool must meet the same minimum qualifications established herein.

2.6.4 Bidders meeting the minimum qualifications listed above shall be deemed to be pre-qualified to participate in subsequent spot market purchases as required by the County on an as needed basis. When such spot market purchases are initiated, the pre-qualified vendors shall be invited to offer a fixed price for a specific well drilling services project. The vendor then offering the lowest fixed price shall be awarded that specific well drilling services project. The award to one vendor for an individual action does not preclude the remaining pre-qualified vendors from submitting spot market offers for other well drilling services projects.

**2.7 PRICES SHALL BE FIXED AND FIRM FOR TERM OF A RFQ**

Unless otherwise specified in the RFQ:

2.7.1 If the vendor is awarded a contract under this Bid Solicitation, the prices proposed by the vendor for any specific well drilling services project awarded under the contract shall remain fixed and firm until completion of the specific project.

2.7.2 While performing any work, if the vendor determines that additional costs or services are warranted, the vendor shall immediately notify the County and await further directive. The vendor shall not commence to perform any additional work without the express written authorization of the County.

**SBD REVIEW DRAFT****2.8 EXAMINATION OF COUNTY FACILITIES**

Unless otherwise specified in the RFQ:

Prior to submitting its offer for any specific drilling work, the vendor is required to visit the site of the proposed work and to become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials, and labor required. The vendor is also required to examine carefully any plans, drawings and specifications and be thoroughly aware regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions.

**2.9 EQUAL PRODUCT**

Intentionally Omitted

**2.10 LIQUIDATED DAMAGES**

2.10.1 Failure to complete a project in accordance with the specifications and to the satisfaction of the County within the time stated may cause the vendor to be subject to charges for liquidated damages. The County shall specify the amount of liquidated damages, if any, to be charged for each and every calendar day the work remains incomplete for a specific project. This information shall be specified in the RFQ prior to the vendors submitting offers on a project.

2.10.2 As compensation due the County for loss of use and for additional costs incurred by the County due to such non-completion of the work, the County shall have the right to deduct the said liquidated damages from any amount due, or that may become due to the vendor under this contract, or to invoice the vendor for such damages if the costs incurred exceed the amount due to the vendor.

**2.11 INDEMNIFICATION AND INSURANCE - GENERAL SERVICE AND MAINTENANCE CONTRACT**

Vendor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Contract by the Vendor or its employees, agents, servants, partners principals or subcontractors. Vendor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Vendor expressly understands and agrees that any insurance protection required by this Contract or otherwise provided by Vendor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The vendor shall furnish to the Vendor Assistance Section, Department of Procurement Management, Administration Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

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- A. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
- B. General Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

**NOTE: MIAMI-DADE COUNTY SOLICITATION NUMBER AND TITLE OF SOLICITATION MUST APPEAR ON EACH CERTIFICATE.**

**CERTIFICATE HOLDER MUST READ: MIAMI-DADE COUNTY  
111 NW 1<sup>st</sup> STREET  
SUITE 2340  
MIAMI, FL 33128**

**Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this Contract.**

The vendor shall submit a certificate of insurance within ten (10) business days after notification of recommendation to award. If certificate does not include the coverages outlined in the terms and conditions of this Bid Solicitation, the vendor shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the vendor to provide the required certificate of insurance within fifteen (15) business days, may result in the vendor being deemed non-responsible and the issuance of a new award recommendation.

The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period;

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including any and all option years that may be granted to the vendor in accordance with Section 2.5 of this Bid Solicitation. If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the Bid Solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendar days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section 1.23 of this Bid Solicitation.

In addition to the insurance requirements contained in this Bid Solicitation, the County reserves the right to request supplemental or additional insurance for any specific project under this contract. When this situation exists, the additional insurance requirements will be stated in the RFQ.

**2.12 BID GUARANTY**

A bid guarantee may be required if so defined in the RFQ.

**2.13 PERFORMANCE AND PAYMENT BOND**

A Performance and Payment Bond may be required if so defined in the RFQ. If a Performance and Payment Bond is required by the RFQ, any associated provisions may be changed in such RFQ to incorporate the bond requirements, including but not limited to, payments, release of claim, warranty coverage, and completion.

**2.14 CERTIFICATIONS**

Additional specific certifications may be required if so defined in the RFQ. Regardless, it shall be the vendor's responsibility to be aware of and obtain all necessary certifications and permits to perform the work.

**2.15 METHOD OF PAYMENT: PAYMENTS FOR SERVICES RENDERED**

2.15.1 The County shall provide payments for services rendered by the vendor specific to each project performed under this contract. In order for the County to provide payment, the vendor shall submit a fully documented invoice that provides the basic information set forth below. The invoice shall be submitted to the County within thirty (30) calendar days after the service has been rendered. It shall be understood that such invoices shall not be submitted for payment until such time as the service has been completed and an authorized County representative has reviewed and accepted the work.

**All invoices shall contain the following basic information:**

- I. Vendor Information:
  - The name of the business organization as specified on the contract between Miami-Dade County and vendor
  - Date of invoice

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- Invoice number
  - Vendor's Federal Identification Number on file with Miami-Dade County
- II. County Information:
- Miami-Dade County Release Purchase Order or Small Purchase Order Number
- III. Pricing Information:
- Unit price of the goods, services or property provided
  - Extended total price of the goods, services or property
  - Applicable discounts
- IV. Goods or Services Provided per Contract:
- Description
  - Quantity.
- V. Delivery Information:
- Delivery terms set forth within the Miami-Dade County Release Purchase Order
  - Location and date of delivery of goods, services or property
- VI. Failure to Comply:  
Failure to submit invoices in the prescribed manner will delay payment.

**2.15.2 RELEASE OF CLAIM**

Pursuant to Florida Statute 255.05 and Miami-Dade County Code Section 10-35, all payments to the vendor's subcontractors shall be made within ten (10) days of receipt of the partial payment by the vendor. With the exception of the first partial payment, the vendor must pay all of its subcontractors and suppliers who have performed any work or supplied any materials for the project within ten (10) days after receipt of the partial payment by the vendor for monies due such subcontractors and suppliers as a result of a percentage of the work completed. The vendor must provide the County's project manager with duly executed affidavits (subcontractor's statement of satisfaction) or releases of claim from all subcontractors and suppliers who have performed any work or supplied any materials on the project as of that date. The affidavit or releases shall certify that said subcontractors and suppliers have been paid their proportionate share of all previous partial payments to the vendor. In the event such affidavits cannot be furnished, the vendor may submit an executed consent of surety to requisition payment; identifying the subcontractors and suppliers with the amounts for which the statement of satisfaction cannot be furnished. If the vendor fails to provide a consent of surety to requisition payment, the amount in dispute will be withheld until either the statement of satisfaction is furnished, or the consent of surety to requisition payment is furnished.

**2.16 SHIPPING TERMS**

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Intentionally Omitted

**2.17 COMPLETION OF WORK FROM THE DATE OF THE NOTICE TO PROCEED**

Vendor(s) shall state in its offer the number of calendar days from the date of the Notice to Proceed in which it will guarantee it will complete the well drilling services project. A written Notice to Proceed will be issued from the County's Project Manager instructing the vendor to commence work. Time for completion may be considered a factor in determining the successful vendor if so stipulated in the RFQ.

All work shall be performed in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the vendor(s); except in such cases where the completion date will be delayed due to acts of nature, strikes, or other causes beyond the control of the vendor. In these cases, the vendor shall notify the County of the delays in advance of the original completion so that a revised delivery schedule can be appropriately considered by the County.

Should the vendor(s) to whom the contract(s) is awarded fail to complete the work within the number of days stated in its offer, it is hereby agreed and understood that the County reserves the authority to cancel the contract with the vendor and to secure the services of another vendor to complete the work. If the County exercises this authority, the County shall be responsible for reimbursing the vendor to work which was completed and found acceptable to the County in accordance with the contract specifications. The County may, at its option, demand payment from the vendor, through an invoice or credit memo, for any additional cost over and beyond the original contract price which were incurred by the County as a result of having to secure the services of another vendor. If the incumbent vendor fails to honor this invoice or credit memo, the County may terminate the vendor from the contract for default.

**2.18 BACK ORDER ALLOWANCE**

Intentionally Omitted

**2.19 WARRANTY COVERAGE**

Vendor(s) shall warrant its service against faulty labor for a minimum period of one (1) year after the date of acceptance. This warranty requirement shall remain in force for the full one (1) year period, regardless of whether the vendor is under contract with the County at the time of defect. Any payment by the County on behalf of the goods or services received from the vendor does not constitute a waiver of these warranty provisions.

**2.19.1 Correcting Defects Covered Under Warranty**

Vendors shall be responsible for promptly correcting any deficiency, at no cost to the County, within five (5) calendar days after the County notifies the vendor of such deficiency in writing. If the vendor fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor may be debarred as a County vendor and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the vendor fails to satisfy the warranty within the period specified in the notice, the County may (a) place the vendor in default of its contract, and/or (b) procure the products or services from another vendor and charge the vendor for any

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additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

**2.19.2 Deficiencies in Work:**

Vendors shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the Bid Solicitation and subsequent RFQ requirements within five (5) working days from the time that the deficiencies, and/or non-conformances are reported to the vendor. Affected vendors shall bear all costs of correcting such rejected work. If a vendor fails to correct the work within the time frame specified above, the County may, at its discretion, declare the vendor in default of the contract by issuing written notice to the vendor. If the County declares a vendor in default of the contract, the County may obtain the services of another vendor to correct the deficiencies, and charge the re-procurement costs to the defaulted vendor. These charges may be handled either through a deduction from any payment owed to the vendor, or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the vendor from the contract for default.

**2.20 CONTACT PERSON**

For any additional information regarding the terms and conditions of this Bid Solicitation and resultant contract, Contact: Susan H. Pascul, at (305) 375-2037 or email spascul@miamidade.gov.

**2.21 COUNTY USER ACCESS PROGRAM (UAP) FEE****User Access Fee**

Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this contract, or any contract resulting from this Bid Solicitation and the utilization of the County contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.

The vendor providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Vendor participation in this invoice reduction portion of the UAP is mandatory.

**Joint Purchase**

Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive Miami-Dade County contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The vendor must obtain the participation number from the entity prior to filling any order placed pursuant to this section. Vendor participation in this joint purchase portion of the UAP, however, is voluntary. The vendor shall notify the ordering entity, in writing, within 3 work days of receipt of an order, of a decision to decline the order.

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For all ordering entities located outside the geographical boundaries of Miami-Dade County, the successful vendor shall be entitled to ship goods on an "FOB Destination, Prepaid and Charged Back" basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.

Miami-Dade County shall have no liability to the vendor for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the vendor and shall be paid by the ordering entity less the 2% UAP.

**VENDOR COMPLIANCE**

If a vendor fails to comply with this section, that vendor may be considered in default by Miami-Dade County in accordance with Section 1, Paragraph 1.23 of this contract Bid Solicitation and the resulting contract.

**2.22 LOCAL CERTIFIED SERVICE - DISABLED VETERAN'S BUSINESS PREFERENCE**

In accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service-Disabled Veteran Business Enterprise (VBE) that submits a bid for a contract shall receive a bid preference of five percent of the price bid. A VBE is a firm that is a) a local business pursuant to Section 2.8.5 of the Code of Miami-Dade County and b) prior to proposal submittal is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes. This preference will only be used for evaluating and awarding the bids and shall not affect the contract price. In procurements where Small Business Enterprises (SBE) measures are being applied, a VBE who is also an SBE shall not receive the veteran's preference provided in this section and shall be limited to any applicable SBE preferences. At the time of bid or proposal submission, the vendor must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit this affirmation and a copy of the actual certification along with the bid or proposal submission.

**2.23 COMPLIANCE/REGULATIONS****2.23.1 FEDERAL STANDARDS**

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

**2.23.2 POLLUTION CONTROL**

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24, of the Miami-Dade Code. This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by the vendor through the Department of Environmental Resources Management (DERM), 33 SW 2<sup>nd</sup> Avenue, Miami, Florida 33030. Telephone (305) 372-6789.

**2.23.3 "RIGHT TO KNOW" REGULATIONS**

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The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration (OSHA) requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace. For additional information on the Federal Right to Know Regulation, contact OSHA at [www.OSHA.gov](http://www.OSHA.gov) or call (954) 424-0242.

**2.24 WORK****2.24.1 WORK ASSIGNMENTS**

All work assignments during the contract period will be on an "as needed" basis complying with notification requirements. Vendors shall assume no guarantees as to the number of frequency of work assignments or the amount of payments under the terms of this contract. Determination of material quantities and/or specifications for each assignment will be made by the using County department.

**2.24.2 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE VENDOR**

Unless otherwise specified in the RFQ, the vendor shall furnish all labor, material and equipment necessary for satisfactory completion of the work. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County.

**2.24.3 LICENSE, PERMITS AND FEES**

Vendor(s) shall obtain and pay for all licenses, permits and inspection fees required for any project under this contract; and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. The vendor shall also be responsible for complying with any regulatory requirements of the state, the federal government, or other governmental agency as required for each specific project. Damages, penalties and or fines imposed on the County or the vendor for failure to obtain required licenses, permits or fines shall be borne by the vendor.

**2.24.4 UNDERGROUND UTILITIES**

Vendor(s) are responsible for obtaining all underground utility clearances. All utilities within the right-of-way must be indicated on the site drawings. In addition, a number will be issued by the utility locating company, which must be listed on the permit application.

**2.24.5 ACCIDENT PREVENTION & BARRICADES**

Precaution shall be exercised at all times for the protection of persons and property. All vendors performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible vendor. Barricades shall be provided by the vendor when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager.

**2.24.6 CLEANUP**

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon completion of work, the vendor shall thoroughly clean up all areas affected by the work performed.

**2.24.7 COUNTY OVERSIGHT**

A County representative must be on site during all phases of the work. This County representative will be identified when the pre-qualified vendors will be invited to offer a price for a specific individual purchase or during a specific purchasing period. Any work performed in the absence of the County representative must be done with specific written permission from the County as to the allowable activities.

**2.24.8 WORK ACCEPTANCE**

Projects will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

**2.24.9 OTHER PROVISIONS**

The County reserves its right to change these terms and conditions depending on the nature of work of the particular well drilling services project. All such changes shall be included in the RFQ.

**3.1 SCOPE OF WORK**

The scope of services for this Bid Solicitation is to establish a contract that pre-qualifies vendors to participate in future RFQs for well drilling services including but not limited to the refurbishment of wells, development of wells, and well abandonment services of depths less than 300 feet. These drilling services can provide for the development of temporary and/or permanent monitoring wells. The scope also contemplates other ancillary services such as

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exploratory borings and rock sample collection services including the collection of cuttings, core boring, and split spooning.

**3.2 DESCRIPTION OF SERVICE TYPES:**

- 3.2.1 **Abandoned Well:** As per Chapter 62-532.200 it means a well the use of which has been permanently discontinued or which is in such a state of disrepair that it cannot be used for its intended purpose or for observation purposes. This is accomplished by pouring neat cement grout into the casing of the well so the well does not serve as a preferential conduit for contamination of the groundwater. As per the DEP SOPs PCS-006, "When abandoning monitoring wells, the well pad and manhole must be removed but the casing must be left in place unless there is evidence that the monitoring well was improperly constructed. The casing should be filled with grout, the manhole should be removed, and the area that was formerly occupied by the well pad should be repaired so that the concrete or asphalt is flush with the surface. A well abandonment form should be submitted to the permitting agency by the water well contractor. "Neat Cement Grout" means a mixture of water and Portland cement (American Concrete Institute Type I, Type II, or Type III); or a mixture of water and Portland cement of a type or kind approved by the permitting authority; or a mixture of water, Portland cement of a type or kind approved by the permitting authority, and an amount of those additives approved for use in cement grouts and approved by the permitting authority (as per 62-532).
- 3.2.2 **Refurbishment of a well:** As per Chapter 62-532.200, repair means any action which involves the physical alteration or replacement of any part of a well, but does not include the alteration or replacement of any portion of a well which is above ground surface. This is necessary to fix any problem within the well and may include fixing the casing, grout, scrubbing the well, etc to improve its performance.
- 3.2.3 **Developing a well** means to pump water out of the well until the water is clear of any visible suspended particulate matter present in the well due to the drilling activity. Properly development is needed to produce a more representative groundwater sample.
- 3.2.4 **Rock sampling** refers to the collection of core samples during drilling, for lithology determination and/or for laboratory analyses of the rock.

**3.3 WELL DRILLING SERVICES RESPONSIBILITIES**

- 3.3.1 Lay an impermeable barrier (such as visqueen) over the borehole as well as beneath the understructure of the rig where contaminating fluids may drip or spill onto the adjacent ground.
- 3.3.2 Utilize measures to prevent water or foreign materials from draining back into the borehole around the drilling string.
- 3.3.3 All joints should be threaded PVC and have a rubber O-ring seal per (ASTM F480).
- 3.3.4 Complete the well to grade or as otherwise specified by the County Project Manager.
- 3.3.5 Generally, wells installed in road right-of-ways should be flush with the ground/road surface and provide no hazard to pedestrians or vehicles. Vendor(s) may be asked to finish the well above grade. Vendor(s) are responsible for providing all required barricades as indicated in on Section 2.0 including those in the form of concrete risers to protect the well from damage or destruction.

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- 3.3.6 Well development is the responsibility of the vendor. Well development is an essential part of well construction and failure to properly develop the well will result in the work being rejected. Pumping should be at rate of 40 gpm or higher for a minimum period of one hour or more when needed. Development of the well shall not occur sooner than 48 hours after the last grout has been applied. A well will not be accepted as developed until the turbidity is equal to or less than 5 NTU.
- 3.3.7 Monitoring wells should be designed to limit turbidity. The driller may be required to swab wells or acidize the formation at the discretion of the County, to remove turbidity from the well filter pack and casing. Air lifting to develop a well shall be performed with air compressors of suitable size and for the length of time required to develop the well regardless of the formation conditions. No glues or lead are to be used in monitoring well construction.
- 3.3.8 Any public improvements such as sidewalks as well as private improvements such as driveways that are damaged because of the well installation shall be repaired/replaced to their original condition by the vendor.
- 3.3.9 Vendor(s) shall supply two sets of keys per locking well cap.
- 3.3.10 Vendor(s) may be asked to rehabilitate, clean well of debris, bacterial slime and emulsify and remove oils.

**3.4 REQUIRED DRAWINGS/SITE PLANS/MONITOR**

- 3.4.1 Site drawings are required to obtain permits. Drawings must indicate the Right-of-Way, location of each well, and include the utility location service's clearance (i.e., "ticket") number on the drawing. In addition, each set shall show the specifications of the well construction. If multiple wells are to be installed over an area, an overall site map is also required. At the completion of the work, as-built drawings showing any deviation from the construction drawings, plans, and specifications shall be prepared by the vendor.
- 3.4.2 In most instances, any needed drawings, plans, and site plans will be prepared by staff geologists of the County Department. In addition, County staff will perform any related services including interpretations of lithologic, lithostratigraphic, or paleontologic descriptions for the well drilling services. However, there may be some County Departments that do not have geologist(s) on staff. In those instances, the particular RFQ will include provisions that provide for these requirements.

**3.5 REQUIRED EQUIPMENT**

The following is a listing of the equipment that each Vendor must either own or have the ability to readily obtain in order to be able to respond to RFQs:

- Well drilling equipment (rig) capable of drilling, coring and split spoon sampling by means of auger, reverse air rotary, rotasonic and/or pneumatic methods to a depth of 300 feet.
- Equipment for installation of PVC and stainless steel wells from 2" to 12" in diameter, open hole, or screened with filter packing.
- Equipment for grouting and circulating the wells by means of pumps, compressors, and other associated equipment for well development.

Depending on the nature of the well drilling services project, additional types of equipment might be required and specified in a RFQ.

**SBD REVIEW DRAFT****3.6 STANDARD PRACTICES:**

In addition to any other federal, state, and county requirement described in this Bid Solicitation, the vendor must perform all services under this Bid Solicitation in accordance with the Florida Department of Environmental Protection (DEP) Chapters 62-531 and 62-532 entitled "Water Well Contractor Licensing Requirements" and "Water Well Permitting and Construction Requirements" respectively, the DEP SOPs for the design, installation and placement of monitoring wells, and guidelines outlined in ASTM D 5092-90 Standard Practice and Installation of Groundwater Monitoring Wells. The vendor can find the above requirements by accessing the following links: Chapter 62-531, [Chapter 62-532](#), [DEP SOPs for the design, installation and placement of monitoring wells and guidelines](#), and [ASTM 5092-90](#). These standards include casing material, screen slot size, and the methods of installation. The bid includes several methods of installation and well materials for monitoring and exploratory wells. Acceptable well drilling methods for monitoring wells include: 1) Auger drilling; 2) Reverse-air rotary drilling; and, 3) Sonic drilling, with reverse-air rotary as the preferred method in most cases.

**3.7 MONITORING WELL SITE ACCESS AND SAFETY**

Since it is impossible to list all the conditions encountered when installing a well, specifications listed within this Bid Solicitation address the two most common settings: 1) Construction In Public Right-Of-Way (Row) and 2) Construction In Wetlands.

The driller is responsible for all traffic routing (flagman), traffic barricades, cones, and safety devices where necessary to prevent injury to their workers or the public. Additionally, it is the vendor's responsibility to replace/repair all public infrastructure damaged or destroyed during installation (i.e. sidewalk, driveways, streets, utilities, infrastructure, etc.). Work that extends beyond one day shall require that the bore hole be covered to prevent damage to the bore hole and/or accidents to persons or animals.

For well site in wetlands, it shall be the vendor's responsibility to access the site with the least amount of damage to wetlands. Typically, Class IV Wetland Permits are required from DERM for alterations to freshwater wetlands. All site plans for proposed monitoring wells within wetlands shall be reviewed by the DERM Wetlands and Forest Resources Section so that a determination can be made if a permit is required. Airboats or helicopters may be necessary to locate drilling equipment in such areas to minimize disturbance.

**3.8 DECONTAMINATION**

Formation drilling equipment must be decontaminated before a drilling event. If equipment is not adequately cleaned between successive drilling events, or between boreholes, contaminants may be introduced into the successive well(s) via the drilling equipment. Decontamination of equipment should include a steam wash with potable water. If visible residue remains, scrubbing with a non-phosphate detergent may be required to remove the residue.

**NOTE:** Exact Technical Specifications or scope of work required by the County will be provided in the RFQ.