

SCOPE OF WORK
SOLICITATION NO. GLB0033
FOR
LAWN IRRIGATION REPAIR AND MAINTENANCE

1.0 SCOPE AND CLASSIFICATION

1.1 Scope

This specification establishes the minimum requirements for a contract for the on-site repair and maintenance of lawn irrigation (sprinkler) system at various right-of-way (ROW) locations within Austin's city limits. The successful bidder, hereinafter referred to as "Contractor" shall be knowledgeable in functions of automatic sprinkler systems and shall be able to provide complete repair and provide repair parts and periodic maintenance services as described in this specification.

1.2. Classification

Maintenance and Repair of landscape irrigation (sprinkler) system used by Street and Bridge Operations (SBO) of the Public Works Department. The City reserves the right to increase/reduce the number of visits during the contract period, as it deems necessary. The City also reserves the right to add/delete locations as it deems necessary.

2.0 PERFORMANCE REQUIREMENTS

2.1 Contractor shall provide on-site repair and maintenance services at the locations listed below:

2.1.1 Brazos St. from Cesar Chavez to 11st

2.1.2 Cesar Chavez Esplanade (South Side of road between S. 1st and Congress Ave.)

2.1.3 W. 23rd St. from Guadalupe St. to Rio Grande

2.1.4 7th St. from Navasota to Pleasant Valley

2.1.5 E. 5th from IH 35 to Onion St.

2.1.6 Pfluger Bridge Extension over Cesar Chavez

2.2 System check-up – Contractor shall evaluate each location to verify performance. Document location, make and model of controller, verify back flow prevention, type of sprinkler heads, check rain sensor, irrigation coverage, programmed days and times and any items associated with each irrigation system. Contractor shall provide the SBO Urban Forester or designee an estimate for any needed repairs and/or adjustments per location. There will be an estimate of eight (8) system check-up – performance assessments.

2.3 All repairs to the sprinkler system shall be performed by a licensed irrigator on record with the Texas Commission on Environmental Quality (TCEQ).

- 2.4 Contractor shall be required to provide repair of all components of the lawn irrigation system. Some repairs made in the past include head and valve replacement.
- 2.5 Contractor shall coordinate and schedule all repairs through the SBO Urban Forester or designee. Repairs required must have authorization for SBO Urban Forester or designee prior to repair being performed. Repair must be performed at the location affected.
- 2.6 The Contractor shall secure all required permits to work in the City ROW. <http://www.austintexas.gov/department/right-way-permits>
- 2.7 All temporary traffic control shall be in compliance with all City of Austin Standards/Specifications and the Texas Manual of Traffic Control Devices.
- 2.8 Contractor shall respond to service calls during normal business hours Monday through Friday 8 a.m. – 5 p.m. within 4 hours. Contractor shall be equipped and ready to perform maintenance/repair upon arrival at said location. In the event the Contractor cannot meet the specified response time, the Contractor shall notify the SBO Urban Forester or designee within one hour of request of service. If approved by SBO Urban Forester or designee the Contractor shall coordinate and reschedule a time convenient and feasible to meet the division's needs.
- 2.9 Contractor shall respond to after-hours/weekends or holidays service repair calls within 4 hours. Contractor shall be equipped and ready to perform maintenance/repair upon arrival at said location. In the event the Contractor cannot meet the specified response time, the Contractor shall notify SBO Urban Forester or designee within one hour of request of service. If approved by SBO Urban Forester or designee, the Contractor shall coordinate and reschedule a time convenient and feasible to meet the division's needs.

3.0 PARTS REQUIREMENTS

- 3.1 All repairs shall be made using replacement parts of the same type and manufacturer as originally installed or a similar part approved by the SBO Urban Forester or designee.
- 3.2 All parts shall be new Original Equipment Manufacturer (OEM), unused, and meet all applicable OEM standards. Contractor will include in bid submittal a statement of warranty for workmanship and materials.
- 3.3 Contractor will include the hourly rate for labor as itemized in the attached Bid Sheet. The estimated number of labor hours for this contract is 375 hours with 300 hours during the normal business hours and 75 hours during after-hours /weekends or holidays.
- 3.4 Contractor will include in their bid submittal an itemized price sheet of replacement parts for the repair and maintenance of the specified equipment.
- 3.5 Parts estimated at an annual expense of \$8,000.00

4.0 CONTRACTOR RESPONSIBILITIES

- 4.1 Contractor shall have the experience to repair/replace/adjust sprinkler heads, control valves, breaks in irrigation lines and troubleshoot control mechanisms. All work shall be performed by Contractor's direct employees.

- 4.2 Contractor's staff working on any resulting contract shall have, at a minimum, the following qualifications:
- 4.2.1 Licensed Master Electrician
 - 4.2.2 Licensed Irrigator by the TCEQ.
 - 4.2.3 Knowledge and ability to edit the Controller hardware, timing relays, irrigation adapted hardware add on systems, and solar powered controllers.
- 4.3 Contractor shall provide documentation pertaining to required certification and licenses with bid.
- 4.4 The Contractor shall maintain an adequate number of employees to complete each visit for each location.
- 4.5 The City reserves the right to require the Contractor to dismiss from the job-site any employee(s) whose conduct is improper, inappropriate, or offensive as determined by the SBO Urban Forester or designee. The employee(s) shall not return to the job-site without the written permission by the SBO Urban Forester or designee.
- 4.6 The Contractor shall designate a responsible representative in charge of work who shall be at the job-site during all hours worked by the Contractor's personnel. This representative must be fluent in the English language and be able to communicate effectively with the SBO Urban Forester or designee.
- 4.7 The Contractor shall provide its employees with proper identification that displays both the names of the Contractor and the employee. Identification shall be worn on the outer garment while in the City of Austin ROW. An identifiable T-shirt uniform is acceptable.
- 4.8 Contractor's employees shall wear safety vests, protective glasses, and all other Occupational Safety and Health Administration required safety equipment. Contractor shall take all necessary precautions for safety and shall provide appropriate protection to prevent damage, injury or loss to all persons and property that may be affected by the work.

5.0 ADDITIONAL REQUIREMENTS

- 5.1 All work performed shall carry a minimum of a 90 day warranty on parts and service.
- 5.2 Contractor shall be located within 30 miles of the Texas State Capitol.
- 5.3 Contractors shall invoice only once per month. Multiple site visits shall be combined on one invoice, with each visit described in detail. All work is subject to review and acceptance by the City prior to payment of contractors invoice.

6.0 BID SUBMITTALS

- 6.1 Contractor shall provide documentation pertaining to required certification and licenses with bid.
- 6.2 Contractor shall include in their proposal at least five (5) customer references demonstrating experience in maintenance and repair of lawn irrigation equipment, contact person and phone number for each. See Section 0700 References.
- 6.3 Contractor shall include itemized price sheet for replacement parts.
- 6.4 Contractor shall include their warranty statement for parts and labor.

7.0 OMISSIONS

- 7.1 It is the intention of this specification to acquire complete maintenance and repair of the lawn irrigation equipment for the City of Austin Public Works Department. Any services that have been omitted from this specification which are clearly necessary or in conformance with normal lawn irrigation equipment practices for maintenance and repair, shall be considered a requirement although not directly specified or called for in the specification.