



DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY

ATTACHMENT A: SCOPE OF WORK (UPDATED)

GOODS AND SERVICES CONTRACTS

RFP: 20-PR-DPO-39
Annual Maintenance, Repair and Calibration of Instrumentation
Control and Electrical Equipment
Attachment A: Scope of Work

1. General Information

District of Columbia Water and Sewer Authority (DC Water) is soliciting proposals for the Annual Maintenance, Repair and Calibration of Instrumentation, Control and Telemetry equipment located at various DC Water Department of Pumping Operations (DPO) facilities. DC Water is seeking highly competent, experienced and qualified contractor for repair, maintenance, calibration, and installation services of various industrial instrumentation equipment, valve actuators, control systems and various equipment. The contract will have a 1-year base period with one (1) 1-year option period for a maximum contract life of 2 years.

2. Requirements

2.1.1 The Contractor shall provide two (2) experienced staff consisting of one (1) Instrumentation & Control technician and one (1) experienced Lead Instrumentation and Control technician. The Lead technician should be able to perform the required technician duties as well as provide leadership to the other technician in how to approach the work. This team may be adjusted up or down at the discretion of the COTR (Contracting Officer's Technical Representative) at any time on 2 weeks' notice during the length of the contract. The Contractor will provide labor, transportation, replacement parts, modification, calibration, installation and maintenance of field instrumentation, fixed gas monitoring equipment, valve actuators, control systems, Programmable Logic Controllers (PLC), Human Machine Interfaces (HMI) and other related equipment at various DC Water facilities. The Contractor is encouraged to visit the site(s) and become thoroughly familiar with all conditions affecting the satisfactory completion of the contract.

Each of the Instrumentation & Control technicians must be experienced in standard principles, practices and troubleshooting of instrumentation, process control systems, PLC & HMI maintenance and programming, instrumentation loops, reading electrical and control schematics, reading process and instrumentation diagrams (P&ID), various type of pressure, level, flow, hazardous gases equipment calibration standards and procedures and various systems directly related to all water and sewer facilities and the associated assets.

Although no programming expertise is expected from the Contractor's staff, technicians are expected to have a good understanding of the PLC hardware and ladder logic/ function block-based PLC program logic.

Each of the technicians shall be able to work independently/alone and troubleshoot, repair, and maintain I&C components at all DPO facilities within an acceptable timeframe.

Each one of the Instrumentation & Control technicians and the supervisor shall each perform approximately 2,000 hours of services at the job site(s) during the base year and option year for a total of 4000 hours per year. Breaks, lunches, holidays and DC Water closures are not billable time. Unless otherwise directed by the COTR, the contractor's staff is expected to be on-site during all business days and during any off-hour emergencies as requested by the COTR.

All of the Contractor's staff shall report to a DC Water location (typically Bryant Street but adjustable by COTR based on the current needs) by 6:00 am and work 8 hours in addition to ½ hour lunch break. Standard work hours should be 6:00 am – 2:30 pm.

- 2.1.2 All work and services are to be performed under the direct supervision of the COTR and/or his or her designee.
- 2.1.3 The Contractor shall have an off-site field office, site or a facility where the contractor's staff can assemble, fabricate and prepare equipment and various material prior to installation at various DC Water facilities as needed. Any off-site work shall be authorized only by the COTR.
- 2.1.4 The contractor shall provide the following services, but not limited to:
 - a. Field inspections, troubleshooting, planning and scheduling coordination of work orders. All non-emergency work orders must have an estimate of man-hours, list of parts required before start of the work. For non-emergency corrective maintenance work orders, contractor shall make all necessary repairs to restore equipment to proper operating condition and document root cause analysis and recommendations.
 - b. Perform complete corrective maintenance, making necessary repairs to restore equipment to proper operating condition of emergency work orders. Document root cause analysis and recommendations.
 - c. All corrective maintenance (CM) work performed that includes changes shall be annotated by contractor on as built and other drawings.
 - d. Preventive maintenance shall be based on predefined job plans. Contractor Lead instrumentation technician shall notify COTR if the preventive maintenance work orders generated by DC Water Maximo system includes too little or too much time for the tasks so correction can be made to include more realistic time for these tasks in future.
 - e. With the assistance of DC Water's SCADA Analyst, troubleshoot complex control system malfunctions by interfacing with programmable logic controllers (PLCs) and Human Machine Interfaces (HMIs) at the facility. Responsible for identifying need for PLC program changes and Operator Interface Terminal (OIT) installations or updates to maintain the proper operations at all DPO facilities and troubleshoot and repair technological equipment, communication networks, and control systems. Periodic inspections to verify proper operation of technological equipment and communication networks utilizing PC and other network test equipment. Fully update documentation including Management of Change (MOC).

- f. Perform root cause analysis of the reoccurring issues and submit written recommendations and plans to COTR for modification in wiring, equipment type, installation etc. to solve the issue permanently.
- g. Perform all other tasks necessary to complete corrective and preventive maintenance to the instrumentation, process control systems, valve actuators and associated equipment.
- h. Produce and recommend changes to job plans and job tasks to increase productivity and equipment reliability.
- i. Contractor shall furnish, at his own expense, all tools, test equipment, and other equipment required by his personnel to accomplish the work.
- j. The tools and equipment must be kept on the site at all times and immediately available for use by Contractor's personnel.
- k. All work shall be documented using DC Water's Computerized Maintenance Management System (CMMS), including but not limited to labor, parts, job plans, asset information, calibration reports, root cause analysis, logs, etc.
- l. During performing any of the above functions, the Contractor shall identify any changes to the existing or as-built conditions associated with a facility, equipment, systems or assets due to the work performed by the Contractor. Such changes should reflect in the as-built drawings and updated accordingly utilizing 'Computer-aided design and drafting' CADD systems.
- m. At the end of each day, the Contractor's Lead Instrumentation and Control technician shall update the CMMS (DC Water utilizes MAXIMO) work orders to reflect the work completed by the end of that day. CMMS work orders should be updated to include the description of the work performed and associated "actual hours" spent on each work order for all contractor's staff members for that particular day. If there is any deviation from the planned work schedule of any of the staff members compared to the actual work performed and the budgeted hours spent, the contractor shall provide a task analysis and justification report documenting the reasons for deviation from the planned schedule and budgeted hours. Technician shall enter the cause of the problem, action performed and any follow-up required in detail so that any other technician can take it from where the last person left.
- n. No deviation from planned week work schedule should take place unless clearly directed in writing by the COTR or his/her designee.
- o. The Contractor's Lead technician shall work with DC Water's Instrumentation Foreman in developing job plans, calibration procedures for various equipment used such as gas monitors, flow/level/pressure monitors and develop a quality control process, including loop check test plan and sign off sheet.

- p. The Contractor shall complete and submit calibration reports in Maximo and Beamex system the same day once the work is completed.

2.1.5 The Contractor's performance will be evaluated based on production, efficiency and quality.

- a. Production will be based on meeting the preventive and corrective maintenance schedule. Schedule compliance will be based on completing at least 90% of all scheduled work hours minus emergency works hours every week.
- b. The efficiency will be based on completing the scheduled work order within the time estimates on the job plans plus or minus 20 percent. Contractor shall submit monthly efficiency report indicating the amount of non-emergency work orders executed, man-hour estimates and actual man-hours to the COTR and/or his designee.
- c. Quality will be evaluated by measuring the number of work orders rejected by DC Water when the cause of the rejection can be attributed to the Contractor's performance. Additionally, quality will be evaluated by reviewing the proper documentation of all Contractors' activities in the CMMS, lack of proper CMMS documentation will be recorded. Finally, first call resolution for corrective maintenance shall be tracked, as will repeat calls on closed CM work orders. Contractor shall submit a quality report indicating the total number of work orders completed and subsequently approved and the number of completed work orders rejected by the COTR or his/her designee every month. Further, the contractor shall also provide reasons for failing to complete the work orders per the expectations of the COTR. The COTR will meet with contractor every month to review and approve the performance reports. Copies of the approved performance reports will be provided to Procurement. DC Water reserves the right to inspect all work in progress performed by the contractor under the contract, and to witness any tests and calibrations performed on Authority equipment and/or systems.

2.2 Tour of Duty:

- 2.2.1 The regular tour of duty under the contract is eight (8) hours per day and shall be performed during the normal working hours of 6:00 a.m. to 2:30 p.m., Monday through Friday, except for holidays and emergency repairs.
- 2.2.2 DC Water designated COTR may request the contractor to increase or decrease the manpower/manhours at the job site, as needed, to accomplish the work for the 1-year base period and the one (1) 1-year option period. The COTR will give the contractor 2 weeks' notice notifying them of any requested changes in manpower/ manhours.
- 2.2.3 Contractor shall provide an afterhours and weekend contact phone number and two (2) hour maximum response time after call is initiated at no additional cost. After-hours repairs shall be billable at established overtime hourly rates starting at the time of arrival at the facility and reporting to control room. Failure to respond to the call within the established two (2) hour time frame shall be considered to be nonresponsive actions; three

(3) such actions within a twelve (12) month period shall be considered Cause to terminate the contract. Any after-hours work needs to be authorized by the COTR or designee.

2.2.4 The Contractor's staff are expected to adhere to DC Water Drug and Alcohol policies. It is to the responsibility of the Contractor to train their staff on all DC Water Drug and alcohol Policies. The Contractor shall provide a signed proof of training of its staff whenever requested by DC Water. This training shall include regular confined space training also.

2.3 Lead Instrumentation and Control Technician Qualifications:

2.3.1 The Lead Instrumentation and Control Technician shall be able to perform all the functions required by technicians as per 2.4.

2.3.2 Additionally, at a minimum, the Lead technician shall hold a Technical School diploma or Associate's degree in a related technology area and eight (8) years of experience directly involved in installation, repair and maintenance of instrumentation and controls systems. The Lead technician must possess a current and valid CCST Level II or CCST Level III or Certified Automation Professional (CAP) certification from ISA.

2.3.3 The Lead Technician's résumé must specify their experience, training, formal education and detailed work history, including location and dates of employment, certificates of all formal training and licensing.

2.4 Instrumentation & Control Technician Qualifications:

2.4.1 The Contractor shall furnish one (1) experienced Instrumentation and Control Technicians with a minimum basic requirement of six (6) years of experience, inclusive of four (4) years of progressive experience in industrial instrumentation, control systems, PLC systems, and valve actuators and various systems directly related to all water and sewer facilities.

2.4.2 The technician must possess a current and valid CCST Level II or CCST Level III or Certified Automation Professional (CAP) certification from ISA. DC Water, at its sole discretion, will accept for review and consideration a candidate that does not meet these certification requirements (ISA). The candidate must, however, have extensive experience of at least eight (8) years, demonstrate high proficiency in independently troubleshooting, programming and repair working with process control equipment.

2.4.3 In addition to the requirements for an instrumentation technician, the technicians, including the Lead technician shall be knowledgeable about Communication Media and Protocol such as fiber optic, RS-485, RS-232, Ethernet, cellular modems, routers, network switches etc.

2.4.4 In addition to the requirements for an instrumentation technician, the technicians shall have experience in modifying instrumentation and electrical diagrams by marking up the existing drawings in red ink.

- 2.4.5 The technician's résumé must specify their experience, training, formal education, and detailed work history including location and dates of employment, certificates of all formal training and licensing.
- 2.4.6 DC Water will interview all proposed Instrumentation & Control technicians prior to qualification acceptance. The interviews will be conducted by COTR or his/her designee(s).

The decision to accept any candidate is at the sole discretion of the COTR. If no candidates are acceptable to the COTR then the Contractor must provide candidates that meet the requirements noted above.

2.5 Contractor's Qualifications:

- 2.5.1 To be considered for an award, the Contractor must furnish DC Water with the following information and proof that the personnel are highly experienced and fully qualified to perform the work.
- 2.5.2 The Contractor must have a minimum of eight (8) years of specialized experience in performing installation, repair, calibration, commissioning and maintenance of industrial instrumentation, process control systems and associated equipment. All the instrument calibrations performed shall be performed using Beamex System only and documents according to DC Water standard operating procedures.
- 2.5.3 The contractor shall submit descriptions of similar scopes of work (as described in this proposal) performed during the past five (5) years for various clients.
- 2.5.4 The Contractor shall submit their internal quality processes and procedures to the COTR. Contractor shall be subject to a quality management audit by the DC Water's representative.
- 2.5.6 The use of apprentices for this contract is precluded by the Contractor, due to the critical nature of this work and the requirements for expeditious and timely performance.
- 2.5.7 The Contractor shall also submit procedures for the calibration of various pressure, flow and level instruments and attached sample copies of calibration reports generated in the past 5 years.
- 2.5.8 The contractor shall submit samples of five related major root-cause analyses performed in the last 5 years.
- 2.5.9 The contractor must submit a staffing plan (including resume and qualifications as indicated above for technicians) showing the ability to provide two (2) additional back up staff (technicians) and their ability to replace any of the assigned staff at any time due to any reasons. This replacement shall happen within three (3) business days.

2.6 Conditions of Employment:

2.6.1 Each Instrumentation & Control technician will:

- a. Be employed forty (40) hours per week (not including emergency work), except for holidays, and days that DC Water is closed;
- b. Report for duty ready to work at a site to be designated;
- c. Regularly report to work on Monday through Friday of each week and as required for emergencies and over time;
- d. Breaks, lunches and public holidays shall be excluded from billing hours. Contractor may only bill hours spent on work approved by DC Water;
- e. Report for work in proper Personal Protective Equipment (PPE) attire as stated by the NFPA 70E 2005 OSHA work place safety rules and DC Water safety department. Technicians will be sent home if they are not wearing the required PPE. In addition to PPE, the contractor's staff is also expected to carry personal gas monitors while working at any of the DC Water wastewater facilities.
- f. Be current, up-to date on, and comply with all DC Water safety requirements, certifications and training such as "confined space entry" as required by DC Water. Such list will be provided by DC Water at the start of the contract period with any potential updates throughout the contract period. A current preliminary list of the required certifications and training if not included in this package can be requested as a separate item

2.7 Contractor's Personnel shall Report to Work with:

2.7.1 Please see section 2.18.1 for additional vehicle requirements. The vehicles shall be equipped with safety equipment for entering confined spaces, wet locations and elevated spaces. The personnel shall be in possession of the following:

- a. A full complement of tools, test equipment, and personal safety equipment necessary to perform the designated specific maintenance and repair. Refer to sections 2.16 and 2.17 for a complete list of tools.
- b. A valid vehicle operator's permit.
- c. A picture identification card.
- d. Current certificate of training in CPR, Basic First Aid, Confined Space Entry and Retrieval, Lock Out – Tag Out, and Arcflash.

2.8 Each technician shall be Proficient in:

2.8.1 Reading (English);

2.8.2 Writing (English);

- 2.8.3 Speaking (English);
- 2.8.4 The use of tools and test equipment associated with this line of work;
- 2.8.5 Understanding and use of industry standards and practices for testing, repair, maintenance and calibration of instrumentation equipment, valve actuators, PLCs and control systems;
- 2.8.6 Understanding and reading P&ID diagrams, PLC logic and electrical schematics;
- 2.8.6 Understand and practice all pertinent electrical safety standards such as Lock Out Tag Out and Arc Flash;
- 2.8.7 Preparation of accurate written reports of work, test results, calibration reports and work orders.
- 2.8.8 Any Instrumentation & Control technician furnished under the contract who does not fulfill any or all of the conditions of employment above shall be judged as unqualified and as such, excluded from further participation under the contract. It is the Contractor responsibility to ensure that provided personnel continually meet specified requirements.
- 2.8.9 Any Instrumentation & Control technician excluded from further participation in the contract shall be replaced, at the contractor's expense, within three (3) working days upon written notification by the COTR.
- 2.8.10 Judgment as to the qualification of Instrumentation & Control technicians to staff the contract and to the quality and quantity of work performed shall be at the sole discretion the COTR.

2.9 **Certification:**

- 2.9.1 All Instrumentation & Control technicians and supervisors furnished under the contract must be trained and maintain current certification in First Aid, CPR, and Confined Space entry as defined in OSHA regulations 29 CFR 1910 and all amendments prior to beginning work. All training and tests required to acquired, maintained certification currents is the sole responsibility of the contractor.
- 2.9.2 Any technician supplied under the contract, whose certification technical or safety related certification(s) have lapsed, shall not be allowed to return to work until they receive current certification.
- 2.9.3 The contractor shall provide DC Water with certification documents as part of the proposal and at the request of DC Water at any time during the contract period, demonstrating that the technicians are in compliance.

2.10 **Hazardous Materials:**

- 2.10.1 The facilities under the contract may contain asbestos. These facilities may also contain hazardous materials including, but not limited to, sodium hypochlorite, sodium bisulfite,

hydrogen sulfide, carbon monoxide, methane, and other highly hazardous materials, liquids, gas, etc.

- 2.10.2 Contractors are warned not to disturb any known asbestos materials during the performance of this work.
- 2.10.3 Any disturbance of known asbestos shall be the responsibility of the Contractor and it shall be liable to abate them at the Contractor's expense and in accordance with all the EPA, Federal and District laws, rules and regulations.
- 2.10.4 Prior to any work on asbestos abatement, the contractor must immediately notify, the COTR and obtain written approval to proceed with the work.

2.11 Working Conditions:

- 2.11.1 The contractor will be expected to work on or around equipment operating at high voltages and be exposed to various degrees of temperatures, grease, solid sludge, waste, oil fumes, chemicals, vapors, sewer gases, dirt, various water and wastewater conveyance, pumping and handling processes, and components which may be toxic, irritant acids and difficult to work with.
- 2.11.2 Work will be performed during inclement weather when an emergency exists, at nights, weekends and holidays.
- 2.11.3 The contractor will also be required to work in hazardous areas, remote locations, high elevations, confined spaces where he/she may be subjected to various hazardous material and gases as noted above.

2.12 Reports and Documentation:

The contractor shall maintain a written log book at the job sites. This written log book indicates the number of work hours performed each day by each Instrumentation & Control technician, the exact equipment worked on, work performed, work site location, and check-in and checkout times on each job. All written reports must be substantiated by the work order data reported in the Maximo CMMS. All work, test and materials orders shall be prepared as per the direction of the COTR or his/her designee. These written reports shall be prepared at no additional expense to DC Water.

In addition to the written log book identified above, the Contractor shall prepare and submit the following reports also to DC Water:

- a. A weekly status report of all tasks completed based on the planned work schedule along with any deviations (with a justification for the deviation) from the planned work schedule shall be completed and submitted to the COTR.
- b. The Contractor shall submit a weekly schedule of the contractor's staff indicating the days that the contractor will be onsite and days that the staff will be on scheduled leave. The schedule should be submitted to the COTR or

his/her designee before Weekly Planning Meetings, usually on Thursday morning before 11 am.

- c. The Contractor shall furnish and maintain, at no additional cost to DC Water, a time and attendance automated tracking system. Automatic time and attendance reports for each technician shall be provided to the COTR on a weekly basis. The reports at the minimum shall consist of work order numbers, brief description of work and the number of hours spent on that specific work order.

2.13 Cost of Materials:

Cost of parts and materials to DC Water shall be at the manufacturer/supplier invoice and include any discounts, rebates, etc., at the lowest available cost. No markups over actual invoice are allowed. However, actual costs such as freight, shipping, handling, import fees, etc., associated with procurement may be included. DC Water will pay invoices for materials approved in advance by the COTR or his/her designee. Prior to placing the order of any material, the Contractor shall obtain a written approval of that specific order from the COTR or his/her designee.

2.14 Prior to Commencement of Work:

2.14.1 The Contractor's onsite Instrumentation & Control supervisor and technicians shall report each morning to the COTR or the designee at Bryant Street Pump Station location or a pre-authorized DC Water facility per the approved work schedule and immediately start executing assigned work.

2.14.2 Job assignments and/or changes are to be made by DC Water supervisors, or by the Contractor's supervisor as directed by COTR or the designee.

2.14.3 All work shall be documented using DC Water's CMMS. Documentation shall include time, detail description of findings and work performed corrective actions, calibration reports, root cause analysis and any other relevant information, as directed by DC Water. All calibration reports must be hand signed by the Instrumentation & Control technician, scanned and attached work order.

2.14.4 No work shall be performed without a CMMS work order number unless authorized by COTR or designee.

2.15 Manpower Adjustments:

2.15.1 DC Water may request to the contractor to increase or decrease their manpower at the job site as needed to accomplish the work. The number and type of technicians may be adjusted up or down at the discretion of the Manager, SCADA and PCS operations at any time during the length of the contract. All the technicians including the replacement and additional staff shall be properly trained regularly as required by DC Water training guidelines.

2.15.2 DC Water reserves the right to call the technicians to the job site during an emergency, such as, in the evenings, weekends, and holidays, at the established overtime hourly rate.

2.15.3 DC Water may terminate the contract if the contractor fails to maintain the required number of technicians at the job site during the contract period.

2.16 Tools, Material and Parts:

2.16.1 The contractor shall provide each Instrumentation & Control technician all required test equipment, hand tools and power tools to perform the testing, troubleshooting, maintenance, repairs, calibrations, and installation of DC Water equipment and systems at each job site.

2.16.2 Such test equipment and tools include but are not limited to:

- a. Complete tool kit, appropriate to the work being performed, one (1) for each Instrumentation & Control technician.
- b. Fluke 80 Series V Digital Multimeter or equivalent, one (1) for each Instrumentation & Control technician.
- c. One (1) Beamex System (including but not limited to field communicators, pressure calibrators; process calibrators and so on).
- d. Lockout locks, for emergency lock out only. DC Water will provide locks for such activities.
- e. Flashlights as appropriate to job site.
- f. Drop lights and extension cords.
- g. Cell phones for each technician and supervisor as primary communication device on site.
- h. Personal protective safety equipment, i.e. gloves, hard hats, safety toed shoes, safety goggles, dust masks, ear plugs/ear muffs, uniforms, personal gas monitors, confined space entry equipment, harnesses, respirators, raingear and knee-high rubber boots, etc.
- i. Each Technicians and supervisor shall be equipped with a new laptop computer to be used to perform CMMS activities.
- j. Items such as cable pullers, cable cutters, cable termination crimping tools, ladders, etc. on an "need basis".
- k. All of the necessary road safety equipment, such as, ladders, sump pumps, flags, cones, barriers, and all equipment for confined space entry and rescue.

- l. The new laptop computers shall be capable of interfacing with the field equipment. The computers shall have a latest licensed copy of Microsoft (Excel, Word, Outlook and Power Point).
- m. The contractor shall carry separate tape measurements for potable water facilities and wastewater facilities. The contractor shall also carry sani-sol gloves, disposable shoe booties, cover all wear and all industry standard safety equipment to all DC Water facilities.

2.17 Additional Tools and Equipment:

- 2.17.1 DC Water may direct the contractor to utilize tools and equipment which are the property of DC Water.
- 2.17.2 Equipment which is the property of DC Water shall be returned in the same condition as received.

2.18 Vehicles:

- 2.18.1 The Contractor shall provide two (2) minivan type vehicles. All vehicles shall be equipped with real-time GPS systems with the ability to track and submit the vehicle driving history to DC Water whenever requested. All vehicles cannot be older than 2009 models. All such vehicles shall reflect company's name and a vehicle number. They must be in good working condition and maintained in a first-class manner, including but not limited to the exterior appearance of such vehicles.

It is the responsibility of the Contractor to arrange to keep vehicles cleaned and in good running condition on their own time. And since these vehicles should be service vehicles, all vehicles should be assigned to a technician and be taken off the work site every night and brought to the work site every morning. The parking at Bryant Street Pump Station facility where the shop is located is very limited so this will be enforced. All Contractors' vehicles shall be parked in the DC Water parking lot located on the hill adjacent to the Washington Aqueduct site and directly adjacent to the police station facility during working hours and during emergency situations. Parking during any other situation will have to be approved by a DC Water area supervisor.

- 2.18.2 All such vehicles shall be subject to inspection at the discretion of DC Water. If DC Water determines that such vehicles are not maintained, the contractor shall promptly repair or replace such vehicles. If the vehicles are not repaired or replaced by the contractor within forty-eight (48) hours or less, depending on the conditions of the vehicles, then DC Water may at its discretion, repair or replace such vehicles and charge the expense to the contractor. The Contractor acknowledges that the cost of providing such vehicles shall be recovered by the proposed hourly rates. Thus, other than proposed hourly rates, the Contractor shall not be entitled to any additional compensation for providing such vehicles.

2.19 Minor and Major Repairs:

2.19.1 The Contractor shall perform all minor repairs as expeditiously as possible. Minor repairs are those which may normally be accomplished by an experienced knowledgeable technician in no longer than an eight (8) hour period.

2.19.2 Major repairs shall be authorized by the COTR or his/her designee. Major repairs are those which will exceed the eight (8) hour time period.

2.20 Replacement Parts:

2.20.1 All parts or components replaced shall be turned over to the section supervisor after being salvaged and tagged with the following information:

- a. Unit serial/administrative numbers;
- b. Technician's name and contract number;
- c. Remarks as to the cause of the part/component failure

2.21 Licenses and Permits:

The contractor shall obtain at its expense, any licenses, permits, and registrations necessary for the performance of the contract.

2.22 Work Space:

2.22.1 DC Water shall provide work space at the facility to house the Contractor's employees and equipment, which are directly related to the work to be performed under the contract.

2.22.2 DC Water takes no legal responsibility for any of the Contractor's equipment left at DC Water facility, nor is DC Water liable for any injuries to the Contractor's employees during the period of the contract. It is the Contractor's responsibility to ensure that its equipment is secured and that the Contractor has ample insurance to cover loss, damage, theft of property, and its employees.