

WET WELL CLEANING
ATTACHMENT A2 - SCOPE OF WORK
20-PR-DPSO-46

1. BACKGROUND

DC Water is an independent multi-jurisdictional regional utility that provides drinking water, wastewater collection and treatment to more than 672,000 residential, commercial and governmental customers in the District of Columbia, and also collects and treats wastewater for an additional 1.6 million customers in Montgomery and Prince Georges counties in Maryland, and Fairfax and Loudoun counties in Northern Virginia.

DC Water is seeking an experienced vendor (Contractor) to provide Wet Well Cleaning Services to structures located at DC Water's sewer and stormwater pumping facilities. The Contractor shall be required to provide specific equipment, personnel, management, and safety controls while performing the Wet Well Cleaning Services at DC Water facilities.

2. CONTRACTOR MINIMUM QUALIFICATIONS

The Contractor **must** possess and **demonstrate** the following minimum qualifications:

- The Contractor must demonstrate that they are regularly engaged in the type of work required and possess a minimum of three (3) years' experience providing similar services to wastewater utilities.
- The Contractor's Site Supervisor(s) must each have a minimum of 3 years of relevant experience and shall be Confined Space Certified, as well as certified in first aid and CPR.

3. GENERAL PROVISIONS AND MINIMUM REQUIREMENTS:

- 3.1 All work shall be performed under the direction of DC Water's Contracting Officer's Technical Representative (COTR).
- 3.2 The specifications provided herein shall be used as Minimum Guidelines to provide the required work. The Contractor shall provide services such as wet well cleaning services. The Contractor may also be assigned to clean areas of the facility that are in need of immediate attention, e.g. due to a spill, line breakage, etc. The quality of cleaning must be maintained so that only the original surface of the structure or equipment remains after cleaning. Cleaning may include, but not be limited to the complete removal of all debris, dirt, scum, grease, solids, trash, or any other material identified for removal.
- 3.3 The Contractor shall assign a designated Project Manager, or designee, who must be available during normal business hours to receive notification from DC Water. DC Water will typically provide notification of need with a work order at least 7 days prior to the need.
- 3.4 If an operational issue arises with the Contractor's equipment while work is being performed, the Contractor shall have twenty-four (24) hours to replace the equipment with new equipment and continue operation. Any downtime will not be charged to DC Water.

3.5 The scope of work as defined below are based as conditions warrant. DC Water reserves the right to revise the scope and negotiate a new price schedule as needed.

4. EQUIPMENT REQUIREMENTS:

4.1 The Contractor shall provide and maintain all necessary equipment for the completion of the required tasks. In particular, the depth of some locations is very deep and may require specialty equipment to lift or pull the debris from such heights. Prior to commencing each cleaning project, the contractor shall provide a list of equipment to be used for the project for review by DC Water.

4.2 The Contractor shall properly secure hoses when not in use. The Contractor may use DC Water's hoses if the hoses are already in the area where they are needed (i.e. the Contractor may not move DC Water's hoses to other areas); otherwise the Contractor is responsible for providing all hoses.

4.3 If necessary, the Contractor may provide a mobile truck or trailer for storage of all hoses, light equipment and accessories when not in daily use. Hoses, equipment and accessories cannot be stored inside DC Water buildings or outside on the grounds of the facilities. If available, DC Water may provide an approved designated area that the Contractor's may use for storage. The Contractor shall properly secure supplies and equipment to prevent theft. Responsibility for use and/or replacement of supplies and equipment is solely on the Contractor.

4.4 The Contractor shall properly store all chemicals supplied or chemicals brought onto the job site. Segregation of incompatible materials is required. The Contractor shall provide Safety Data Sheet (SDS) and a chemical storage and handling plan for each chemical to be used to perform the required work or stored at a DC Water site.

4.5 The Contractor shall provide all appropriate Personal Protective Equipment (PPE) to its employees. Suitable eye, ear, hand, foot, respiratory and other protection shall be provided and used when required by the Contractor, by DC Water policy, or by laws or regulations when it is indicated by prudent work safety practice. The Contractor shall also provide Hydrogen Sulfide (H₂S) detectors to all employees performing work in areas of where known H₂S containments exist.

4.6 The Contractor may provide portable restrooms if there is available space at the DC Water facility where work is being performed. The Contractor is responsible for all upkeep and maintenance of the restrooms and must keep the restroom and area around the restroom clean at all times.

5. WET WELL CLEANING:

5.1 The Contractor shall provide personnel (minimum of a 4 person crew onsite) and equipment required to high pressure wash the sides of the wet wells and to vacuum clean all liquid and debris from the bottom of the wet wells.

- 5.2 DC Water will lower the water level in the wet wells to approximately 3 feet prior to the Contractor starting work. If DC Water is unable to keep the water level below approximately 3 feet, additional dewatering services may be requested of the contractor to supply, maintain, and operate one portable sump pump to keep the wet well dewatered. This shall require the use of a minimum 2-inch trash pump.
- 5.3 The Contractor shall not be allowed to perform the cleaning services if proper dewatering is not accomplished.
- 5.4 The following provides additional details for working within the wet wells:
- A. The Contractor shall access the wet well as a confined space.
 - B. Each employee entering a confined workspace shall test the air and also be equipped with a safety harness, blower and hose while working in the confined space. All necessary and reasonable personal protection equipment shall be worn.
 - C. The Contractor shall use high pressure cleaning equipment to remove sediment from the sides of the wet wells; then remove all liquid, sediment and debris from the bottom of the wet well with a vacuum truck or through appropriate means agreed to by the contractor and DC Water.
 - D. DC Water will inspect and verify cleaning.

6. SUPERVISION:

- 6.1 The Contractor shall designate a staff person who will function as the coordinator and on-site Supervisor of staff. During scheduled and unscheduled absences of the primary Supervisor, the Contractor shall provide a back-up on-site Supervisor.
- 6.2 The Supervisor shall be available during all hours of operation when work is being performed.
- 6.3 The Supervisor shall have the oral and written skills to effectively and professionally communicate with DC Water staff and other Contractors as well as and the Contractor's on-site staff.
- 6.4 The Supervisor shall be able to utilize and possess a computer and email services and be able to use general Microsoft office applications for reporting and communication with the COTR and other DC Water personnel.
- 6.5 For safety purposes, each of the Contractor's employees must be in contact with the on-site Supervisor at all times via radio or cell phone.
- 6.6 The Contractor's Supervisor shall participate in equipment lockout along with a DC Water employee, when required.

7. CONTRACTOR PERSONNEL:

- 7.1 Contractor personnel assigned to perform the required cleaning tasks must be physically fit, able to lift 50lbs; work from a 6 foot step ladder (must be able to clean windows up to ten feet above the working floor or working elevation), and must be able to work safely in the vicinity of

machinery that can start automatically, as well as around 480 volt electrical panels and equipment.

- 7.2 The Contractor shall utilize skilled and productive personnel to satisfactorily provide the required level of service specified herein. Failure on the part of the Contractor to utilize skilled and productive manpower may produce unsatisfactory results which may cause DC Water to make adjustments to the Contractor's monthly invoice for unsatisfactory or omitted work.
- 7.3 Within ten (10) calendar days after contract award the Contractor must submit a listing of all persons employed under this contract. The Contractor must obtain written approval from the COTR prior to effecting any changes in the workforce.7.4 Personnel employed by the Contractor shall be required to obtain a security clearance (ID badge) through DC Water's Department of Security.
- 7.4 The Contractor shall obtain for each employee a DC Water ID badge and parking sticker as needed, which shall be prominently displayed at all times while they are on the work site.
- 7.5 The Contractor shall instruct and ensure that all persons employed under this contract will only engage in activities related to the performance of their duties as described in these specifications.
- 7.6 The Contractor's personnel shall be supervised at all times while performing work under this contract. The Contractor's personnel shall be instructed to not take unscheduled / unauthorized breaks, sit in DC Water office spaces or other DC Water personnel areas. Contractors shall not use telephones for personal / nonemergency uses, watch televisions, drink alcohol, sleep, smoke (unless in a designated area) or gamble while on duty.
- 7.7 DC Water reserves the right to remove any Contractor personnel from any of its facilities, whose conduct DC Water determines to be unacceptable.
- 7.8 DC Water Security personnel are authorized to inspect the contents of pocketbooks, handbags, vehicles or other containers of Contractor's employees when they are entering and exiting DC Water facilities. The Contractor shall be required to make full restitution to DC Water for acts of thefts or vandalism when sufficient evidence indicates that employee(s) of the Contractor committed such acts.

8. CONFINED SPACE:

- 8.1 The Contractor shall provide the needed equipment and trained personnel to safely and effectively work in confined spaces where hydrogen sulfide and other hazardous gases may be present as a result of raw sewage aeration. Confined spaces may also be deficient in oxygen.

8.2 The Contractor shall furnish to all employees, assigned to work with the vacuum truck or water blast equipment or enter/operate in confined workspace the following:

- A. All necessary Personal Protection Equipment (PPE), i.e. masks, gloves, clothing, and boots as listed in Contractor's safety plan.
- B. An instrument which continuously measures the amount of hydrogen sulfide gases in the air and displays the measurements and gives visible and audible alarms of an unsafe concentration.
- C. The same instrument or a combination of instruments furnished by the Contractor must also be able to measure and display the concentration of oxygen and combustible gasses.
- D. The area employees will be entering a confined work space shall so be equipped with a blower and hose that delivers at least 3,000 cubic feet per minute of air from outside the buildings while working in the confined space.
- E. Confined space work areas can be permitted and non-permitted. The contractor must be able to comply with all safety regulatory requirements for these environments.
- F. Site personnel must be Confined Space trained and certified annually.

9. RECORDKEEPING AND RECORDING:

9.1 The Contractor shall be required to submit a safety plan to the COTR for the approval of DC Water Department of Occupational Safety and Health before the start of work on a contract.

9.2 Prior to any work being performed the Contractor shall prepare and submit a Work Plan to the COTR for approval. The Work Plan shall address the following items: specifically identify the work area and equipment, start date and estimated finish date, additional resources needed from DC Water such as LOTO, removing equipment or parts from the area, shutdowns, etc. The Work Plan shall also detail the equipment, chemicals (including safety data sheets), personnel, and cleaning methods to be utilized.

9.3 A work order form will be provided to the Contractor by the COTR for each work assignment and signed at the completion and inspection of work.

9.4 The Contractor shall maintain daily records of personnel and their work assignments. Daily work activity will be assigned by a work order provided to the Contractor by the COTR. These records shall be submitted monthly with invoicing.

9.5 The work order forms will be used for billing time and equipment for each work assignment. An electronic copy of the work order will be provided to the Contractor.

9.6 Invoices shall be provided to the COTR and via email to accounts.payable@dcwater.com and shall include: a spreadsheet of all job tasks completed and a PDF of the total invoice sheet which will provide a breakdown of the billing line items. Invoices shall also include the contract number, PO number, dates of service.

9.7 The Contractor shall maintain all safety related inspections and training records.

10. SAFETY AND EMERGENCY RESPONSE REQUIREMENTS:

10.1 In order to mitigate the risk of accidents, the Contractor is required to follow the safety and emergency response guidelines listed below when performing cleaning functions:

- A. The Contractor shall submit a Safety Plan and an Emergency Response Plan to the COTR for the approval of DC Water Department of Occupational Safety and Health before the start of work on this contract.
- B. The Contractor shall sign up key personnel to the DC Water Everbridge system so that the Contractor can receive emergency alerts.
- C. The Contractor shall provide the Personal Protective Equipment (PPE) needed to safely and effectively perform work. PPE may include: dust masks, respirators with appropriate cartridges, Tyvek suits, slip resistant boots, hard hats, gloves, goggles and safety glasses, high visibility vest and others as identified in the Contractor's approved safety plan.
- D. The Contractor shall provide DC Water with information on the methods and tools used to provide safety training to their employees.
- E. The Contractor may be required to provide DC Water with their safety records regarding accidents / employee hours.
- F. The Contractor shall comply with all relevant policies, procedures, rules, and regulations of DC Water Department of Occupational Safety and Health, Department of Emergency Management, Department of Security and OSHA, and local, state, and federal government.

11. CONTRACTORS PERFORMANCE:

11.1 The COTR will regularly evaluate the Contractor's performance. If the quality of services performed is assessed at a marginal or unacceptable level DC Water will give the Contractor an opportunity to correct any identified deficiencies. If the Contractor is unable to resolve the issues in an adequate time period, DC Water reserves the right to secure an alternative means of completing the required work.