

**REQUEST FOR PROPOSALS
FIRE HYDRANT MAINTENANCE SERVICES**

Notice is hereby given that the Board of County Commissioners of Santa Rosa County, Florida is soliciting sealed proposals for Fire Hydrant Maintenance Services.

All proposals must be in writing and delivered by hand, Fed Ex, or mail to Santa Rosa County Procurement Department, Suite G, Milton, Florida 32570; and must be received by 10:00 a.m., May 31, 2006. The proposals will be publicly opened at this time.

Only proposals received by the aforesaid time and date will be considered. Proposals received after the time set for the proposal opening will be rejected and returned unopened to the submitter. All proposals shall be enclosed within a sealed envelope and clearly marked on the face of the envelope, "**RFP- FIRE HYDRANT MAINTENANCE SERVICES.**" Please provide twelve (12) copies of the proposal.

Questions concerning this proposal may be directed to Mr. Brad Baker at (850) 983-4610.

Specifications may be secured from the Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. (Telephone (850) 983-1833) Proposals received after the time set for the opening will be rejected and returned unopened to the submitter.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities and to award the proposal that it determines to be in the best interest of Santa Rosa County.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

Legal Notice

One Issue – April 29, 2006 – Press Gazette, May 4, 2006 Navarre Press

Bill and Proof to Santa Rosa County Procurement Department, Attention: Orrin L. Smith,
6495 Caroline Street, Suite G, Milton, Florida 32570

April 29, 2006

MEMORANDUM

TO: Company Addressed
FROM: Santa Rosa County Procurement Department
SUBJECT: Fire Hydrant Maintenance Services

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SANTA ROSA COUNTY FIRE HYDRANT MAINTENANCE PROCEDURES

INTRODUCTION

The selected contractor shall be responsible for the routine annual maintenance and testing of all fire hydrants within the unincorporated portions of Santa Rosa County, and within the corporate limits of incorporated municipalities as specified. This routine maintenance shall consist of inspecting, flushing, cleaning, painting, and clearing of weeds and debris to insure that each hydrant is in a serviceable condition. Currently there are 3,713 fire hydrants and 714 flush valves within this area.

In addition to routine maintenance, each fire hydrant will be flow tested to determine the current availability of water supply in all areas of the county. The information derived from these tests will be recorded and maintained on Fire Hydrant Maintenance Records, in the street/hydrant map book for reference during emergency operations, and for identification and planning for future improvements to the water system.

A. MAINTENANCE PROCEDURE

1. General Guidelines

- a. Hydrant maintenance shall be performed in accordance with the American Water Works Association (AWWA) manual M-17, Chapter 5.
- b. The appropriate water purveyor shall be notified prior to the commencement of any flushing or testing procedures on hydrants owned by that system. The anticipated location and duration of such activity should be given. The water purveyor shall also be notified upon completion of such activities.
- c. Care shall be taken to reduce, to the least degree possible, the potential damage and inconvenience caused by hydrant discharge. Flush elbows or diffusers shall be used to reduce the velocity pressure of the discharge stream. Any loose debris left by hydrant discharge shall be swept or cleared from roads, streets and drives.
- d. Whenever operating hydrant valves, care shall be taken to open and close the valve slowly so as to reduce, as much as possible, the effects of water hammer on the distribution system.
- e. Whenever a hydrant is opened, it should be flowed at least until the water runs clear.
- f. Whenever hydrant maintenance is performed, the blue pavement reflector shall be checked to insure that it is in place and in good order. If reflector is damaged or missing, a new reflector shall be installed.

A. MAINTENANCE PROCEDURE(CONT)

2. Specific Procedures (See AWWA M-17, Chapter 5)

Routine hydrant maintenance shall consist of the following activities:

- a. Check hydrant to make sure that it is visible from the roadway and is clear of any landscaping, plant growth, or other obstructions that could impair locating the hydrant or interfere with its use.
 - Minor obstructions such as weed growth or wild plant growth should be trimmed to provide clear access to the hydrant.
 - Obstructions caused by utilities, landscaping or ornamental plant growth shall be noted and reported to the Santa Rosa County Emergency Communications Center (ECC) and the water purveyor.
 - Minor build-up of dirt/sand, which provides insufficient ground clearance, may be removed with a shovel. Excessive build-up, or improperly installed hydrants shall be reported to the ECC and water purveyor for further action.
- b. Inspect hydrant in accordance with the procedure outlined in AWWA M-17, Chapter 5.
- c. Any fire hydrant that, for any reason, must be removed from service, shall be covered with an orange "OUT OF SERVICE" bag. This information must be immediately forwarded to the ECC and the water purveyor. Whenever such a hydrant is returned to service it shall undergo the same maintenance and testing procedure as outlined herein.

B. FLOW TESTING PROCEDURE

Fire-flow tests shall be conducted annually, in accordance with the procedure outlined in AWWA M-17, Chapter 6.

C. PAINTING/MARKING OF FIRE HYDRANTS

1. Prior to painting, any rust, loose paint, or excessive build-up of paint should be removed with a wire brush or scraper, as appropriate. Excessive dirt or dust should be removed to prepare surface for painting.
2. The body of the fire hydrant and cap chains shall be painted with Safety Red paint. The flange of the fire hydrant bonnet shall be painted with Kodak White reflectorized paint. The caps of the fire hydrant shall be color coded to designate the available fire flow as determined by the aforementioned test procedure. If the steamer cap (4-inch) is for any reason not usable, it shall not be painted the coded color. All paint used on fire hydrants shall be rust inhibiting paint.

Caps shall be color coded as follows:

<u>Rated Fire Flow @ 20 PSI</u>	<u>Cap Color</u>
less than 500 GPM	Safety red*
500 - 1,000 GPM	Safety orange
1,000 - 1,500 GPM	Hunter green
greater than 1,500 GPM	Safety blue
reclaimed water	Purple

* Any fire hydrant served by a water main smaller than six inches (6") in diameter shall be marked as a red hydrant.

D. FIRE HYDRANT MAINTENANCE AND TESTING RECORDS

The selected contractor shall be responsible for maintaining and updating the appropriate fire hydrant maintenance and testing records on the forms shown at the end of AWWA M-17, Chapter 5. Upon completion of each week's fire hydrant maintenance, the updated Fire Hydrant Master Record, Hydrant Maintenance Report, Hydrant Inspection Report, Flow Test Report, and Hydrant Test form for each hydrant inspected and tested shall be submitted, in electronic format, to the Santa Rosa County Computer Department and the Water Purveyor. The data from flow tests shall be recorded on the Flow Test Report, Hydrant Test form, and Master Hydrant List. Any maintenance performed on the hydrant shall be recorded on the space provided on the Fire Hydrant Master Record and Hydrant Maintenance Report, along with the date the maintenance was performed. The selected contractor shall print a copy of each form and retain these in his file. The master fire hydrant list for the Street/Hydrant Map Books will be updated annually from this information.